



2025-07

February 11, 2025

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Area Center III hereby invites interested bidders for the PURCHASE OF MULTI-FUNCTION PHOTOCOPIER MACHINE AT AREA CENTER III.

Approved budget for the project – Php 300,000.00

Please secure Canvass form from www.philgeps.gov.ph or at the Regional Office, Area Center III during office hours Monday to Friday starting February 12, 2025.

The sealed quotation shall be submitted at the Civil Aviation Authority of the Philippines Regional Office, Area Center 3, Civil Aviation Complex, Clark Freeport Zone, Mabalacat Pampanga on or before February 17, 2025 at 10:00am to the Bids and Awards Committee and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP Area Center III reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call CAAP Area Center III BAC Secretariat Members at 0282464988 local 2258 for details.

Very truly yours,


ROLDAN P. ABEJUELA
BAC Chairman



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION

Date :

APP Item No :

2025-07

Company/Business Name: ¹

Address:

Business/Mayor's Permit No.:

TIN:

PhilGEPS Registration Number (required for ABC above 50k):

The **Civil Aviation Authority of the Philippines - AreaCenter III**, through its Bids and Awards Committee (BAC), intends to procure the **Purchase of Multi-Function Photocopier Machine at Area Center III** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on February 17, 2025, 10:00am.**

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of the renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after the award of the contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form) (For ABCs above P50k)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after awarding of the contract but before payment.
PhilGEPS Registration Certificate (For ABCs above P50k)	In case not yet available, you may submit your expired 2024 PhilGEPS Registration Certificate with the Official Receipt of the renewal application. However, a copy of your 2025 PhilGEPS Registration Certificate shall be required to be submitted after the award of the contract but before payment.
Latest Annual Income / Business Tax Return (For ABCs above P500k)	Annual Income Tax Return from previous year must be submitted.
Brochure (if applicable)	Copy of the brochure of the product/model being offered together showing its specifications.



Performance Security (for ABCs above P50k)	Once the Notice of Award of the Project is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 206 Revised IRR of RA 9184 to wit:	
	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
	a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)
	b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	
	c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.		

For any clarification, you may contact us at telephone no. **(044) 794-7071** or email address at **bac_area3@caap.gov.ph**.

ROLDAN P. ABEJUELA

BAC Chairman

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **bac_area3@caap.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Purchase of Multi-Function Photocopier Machine at Area Center III				
Complete Descriptions of Articles	Unit	Qty	Unit Price	Total Amount
Multi-function Photocopier Machine	unit	4.00		
Digital Copier with Network Printing Colour				
Scanning & Network Fax				
Copy and Print Speed of 35 copies per minute, A4				
Original size is from A6 up to legal				
Built in duplex unit				
Built in Document processor with a capacity of 50 sheets				
with USB port that can print and scan thru it (TIFF, PDF file only)				
xxx Nothing Follows xxx				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

Payment Details:

Name of Payee: _____
 TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items.
Indicate "0" if item being offered is for free.

Purchase of Multi-Function Photocopier Machine at Area Center III	
Approved Budget for the Contract: Three Hundred Thousand Pesos Only (PhP 300,000.00)	
TOTAL OFFERED QUOTATION	
In Words:	
In Figures:	

Canvassed By:


KEVIN ELIJAH NICOLAI D. FLORES
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es