



## **REQUEST FOR QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Small Value Procurement** for the "Supply, delivery, and installation of three (3) units of 10 KVA and one (1) unit of 3 KVA Uninterruptible Power Supply and fifty (50) pcs. of UPS batteries" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-020-05**

Name of Project : **Supply, delivery, and installation of three (3) units of 10 KVA and one (1) unit of 3 KVA Uninterruptible Power Supply and fifty (50) pcs. of UPS batteries**

Approved Budget for  
Contract : **P975,000.00**  
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications

Location : Procurement Division, CAAP, MIA Road, Pasay City

Delivery Term : **Thirty (30) calendar days** from the Receipt of Notice for Compliance  
Partial delivery is **not allowed**

Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)

Delivery Location : **CAAP Head Office Warehouse**

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (**Annex "A"**) during submission of offer/Quotation

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However,

the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid.**

Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.

The quotation shall be submitted in sealed envelope on or before the closing date of **May 28, 2025** at 10:00 AM, CAAP Procurement Division and addressed to:

**ATTY. MARK NESTER T. MENDOZA**  
Chairperson, Canvass and Contract Committee  
Gate 3 CAAP, Old MIA Road  
Pasay City, Metro Manila

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC 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.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind 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.

Pasay City, May 22, 2025

  
**ATTY. MARK NESTER T. MENDOZA**  
CCC Chairperson



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Annex "A"

### PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Chairperson  
Canvass and Contract Committee  
Procurement Division, CAAP,  
MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Supply, Delivery and Installation of three (3) units 10kva and one (1) unit 3kva Uninterruptible Power Supply, and 50 pieces ups batteries				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<b>10 kva ups</b>	3	unit		
<ul style="list-style-type: none"> <li>input voltage range: 176 – 276 VAC (load dependent)</li> <li>input frequency: 45 – 55 Hz</li> <li>output frequency: 50 or 60 Hz (auto sensing)</li> <li>output power factor: <math>\geq 0.9</math></li> <li>total harmonic distortion: <math>\leq 2\%</math> (linear load)</li> <li>communication ports: usb, rs-232, snmp slot</li> <li>Efficiency: up to at least 92% (online mode) up to at least 96% (eco mode)</li> <li>input voltage: 220/230/240 V</li> <li>format: rack mountable</li> <li>battery: maintenance-free, sealed lead acid, leak proof</li> <li>user interface: LCD- clear information on ups status and measurements</li> <li>compliance standard: IEC/EN standards</li> <li>manual bypass feature: Yes, with maintenance bypass switch</li> <li>protection: discharge, overcharge, overload, short circuit, and surge</li> <li>alarm: alarms sound for non-normal conditions such as but not limited to battery mode, low battery, etc.</li> </ul>				

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<ul style="list-style-type: none"> <li>• KT/training : operation and maintenance, troubleshooting procedures, monitoring and report generation</li> <li>• Documentation: as built/manuals/MOP</li> <li>• Electrical works and restoration: if needed; includes electrical wiring, circuit breaker, tapping to main power source, all electrical works and restoration</li> <li>• Warranty: Two (2) years on electronics; One (1) year on batteries. Warranty shall take effect upon final acceptance of the project</li> <li>• SLA/Maintenance and Support: Three (3) years maintenance agreement; next business day technical support with on-site service quarterly per year ( 4 x 3 years)</li> <li>• Other requirements: installation and testing of the UPS; applicable for data center and network and server systems; automatic charging in OFF mode; input power factor correction, high output power factor, built-in usb and rs communication ports; generator compatible</li> </ul>				
<b>3 kva ups</b>	<b>1</b>	<b>unit</b>		
<ul style="list-style-type: none"> <li>• input voltage range: 175 – 280 VAC (load dependent)</li> <li>• input frequency: 50/60 Hz <math>\pm</math> 10 Hz</li> <li>• output frequency: 50/ 60 Hz <math>\pm</math> 0.05 Hz</li> <li>• output power factor: <math>\geq</math> 0.9</li> <li>• total harmonic distortion: <math>\leq</math> 3% (linear load)</li> <li>• communication ports: usb, rs-232</li> <li>• Efficiency: up to 90 mode)</li> <li>• input voltage: 220/230/240 V</li> <li>• format: rack mountable</li> <li>• battery: maintenance-free, sealed</li> </ul>				

<ul style="list-style-type: none"> <li>• input voltage: 220/230/240 V</li> <li>• format: rack mountable</li> <li>• battery: maintenance-free, sealed lead acid, leak proof</li> <li>• user interface: LCD- clear information on ups status and measurements</li> <li>• compliance standard: IEC/EN standards</li> <li>• manual bypass feature: Yes, with maintenance bypass switch</li> <li>• protection: discharge, overcharge, overload, short circuit, and surge</li> <li>• alarm: alarms sound for non-normal conditions such as but not limited to battery mode, low battery, etc.</li> <li>• KT/training : operation and maintenance, troubleshooting procedures, monitoring and report generation</li> <li>• Documentation: as built/manuals/MOP</li> <li>• Electrical works and restoration: if needed; includes electrical wiring, circuit breaker, tapping to main power source, all electrical works and restoration</li> <li>• Warranty: Two (2) years on electronics; One (1) year on batteries. Warranty shall take effect upon final acceptance of the project</li> <li>• SLA/Maintenance and Support: Three (3) years maintenance agreement; next business day technical support with on-site maintenance service quarterly per year ( 4 x 3 years)</li> <li>• Other requirements: installation and testing of the UPS; applicable for data center and network and server systems; automatic charging in OFF mode; input power factor correction, high output power factor built-in usb or rs communication ports; generator compatible</li> </ul>				
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<b>UPS batteries</b>	50	pieces		
<ul style="list-style-type: none"> <li>voltage: 12 V</li> <li>capacity: 7.2 – 9.6 amperes</li> <li>dimension: approx... 5.94 x 2.56 x3.74 inches</li> <li>warranty: One (1) year year on batteries. Warranty shall take effect upon final acceptance of the project</li> <li>other requirements: hot swappable; sealed lead acid; flame retardant; valve regulated</li> </ul>				
<b>Total (Inclusive of VAT)</b>				

(Amount in Words) \_

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name/Signature of Representative

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Position

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Name of Company

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Contact No.

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Email Address



### TERMS OF REFERENCE

<b>Name of Project</b>	:	<b>Supply, Delivery and Installation of three (3) units of 10KVA and one (1) unit of 3KVA Uninterruptible Power Supply and fifty (50) pcs of UPS batteries</b>
<b>Approved Budget</b>	:	P975,000.00
<b>Delivery Period</b>	:	Thirty (30) calendar days from the receipt of Notice for Compliance  <i>Note: Partial delivery is <b>not allowed</b>.</i>
<b>Delivery Location</b>	:	CAAP Head Office Warehouse  <i>Note: Delivery must be made only from 8:00AM – 4:00PM during regular work days.</i>  <i>A Written Notice must be sent to the official email address of the Procurement Division (procurement@caap.gov.ph) and Supply Division (supply@caap.gov.ph) at least seven (7) calendar days prior to the intended date of delivery.</i>  <i>A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery without fault on the part of the Civil Aviation Authority of the Philippines.</i>
<b>Terms of Payment</b>	:	100% payment of the total cost shall be made upon the final completion and acceptance of the project subject to usual government accounting and auditing rules and regulations.

### Technical Specifications:

	<b>10KVA (3 units)</b>
Input Voltage Range	176 – 276 VAC (load dependent)
Input Frequency	45 – 55 Hz
Output Frequency	50 or 60 Hz (Auto sensing)
Output Power Factor	≥ 0.9
Total Harmonic Distortion	≤ 2% (linear load)
Communication Ports	USB, RS-232, SNMP slot
Efficiency	Up to at least 92% (online mode), up to at least 96% (eco mode)



Input Voltage	220 / 230 / 240V
Format	rack mountable
Battery	Maintenance-Free, Sealed Lead Acid, Leak Proof
User Interface	LCD - clear information on UPS status and measurements
Compliance Standards	IEC/EN standards
Manual Bypass Feature	Yes, with maintenance bypass switch
Protection Alarm	Discharge, overcharge, overload, short circuit, and surge alarm sounds for non-normal conditions such as but not limited to: battery mode, low battery, etc.
KT / Training	Operation and maintenance; troubleshooting procedures, monitoring and report generation
Documentation	As built / manuals / MOP
Electrical works and restoration	If needed - Includes electrical wiring, circuit breaker, tapping to main power source, all electrical works and restoration
Warranty	2 years on electronics, 1 year on batteries; warranty shall take effect upon final acceptance of the project
SLA / Maintenance and Support	<ul style="list-style-type: none"> <li>• 3 years maintenance agreement</li> <li>• Next business day technical support with on-site maintenance service quarterly per year (4x3yrs)</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Included is the installation and testing of the UPS</li> <li>• Applicable for data center and network &amp; server systems,</li> <li>• Automatic charging in OFF mode</li> <li>• Input power factor correction, high output power factor built-in USB or RS communication ports</li> <li>• Generator compatible.</li> </ul>
<b>3KVA (1 unit)</b>	
Input Voltage Range	175 – 280 VAC (full load)
Input Frequency	50/60 Hz ± 10 Hz
Output Frequency	50/60 Hz ± 0.05 Hz
Output Power Factor	≥ 0.9
Total Harmonic Distortion	<ul style="list-style-type: none"> <li>• &lt; 3% (linear load)</li> </ul>
Communication Ports	USB, RS-232
Efficiency	Up to at least 92% (online mode), up to at least 96% (eco mode)



Input Voltage	220 / 230 / 240V
Format	rack mountable
Battery	Maintenance-Free, Sealed Lead Acid, Leak Proof
User Interface	LCD - clear information on UPS status and measurements
Compliance Standards	IEC/EN standards
Manual Bypass Feature	Yes, with maintenance bypass switch
Protection	Discharge, overcharge, overload, short circuit, and surge
Alarm	alarm sounds for non-normal conditions such as but not limited to: battery mode, low battery, etc.
KT / Training	Operation and maintenance; troubleshooting procedures, monitoring and report generation
Documentation	As built / manuals / MOP
Electrical works and restoration	If needed - Includes electrical wiring, circuit breaker, tapping to main power source, all electrical works and restoration
Warranty	2 years on electronics, 1 year on batteries; warranty shall take effect upon final acceptance of the project
SLA / Maintenance and Support	<ul style="list-style-type: none"> <li>• 3 years maintenance agreement</li> <li>• Next business day technical support with on-site maintenance service quarterly per year (4x3yrs)</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Included is the installation and testing of the UPS</li> <li>• Applicable for data center and network &amp; server systems,</li> <li>• Automatic charging in OFF mode</li> <li>• Input power factor correction, high output power factor</li> <li>• built-in USB or RS communication ports</li> <li>• Generator compatible.</li> </ul>
<b>UPS Batteries (50 pcs)</b>	
Voltage	12V
Capacity	7.2 – 9.6 Amperes
Dimension	Approx 5.94 x 2.56 x 3.74 in
Warranty	1 year on batteries; warranty shall take effect upon final acceptance of the project
Other requirements	<ul style="list-style-type: none"> <li>• Hot swappable</li> <li>• Sealed Lead-Acid</li> <li>• Flame Retardant</li> <li>• Valve Regulated</li> </ul>

**Prepared By:**

  
**JOHN MARK CODERA**  
 Data Encoder – Controller

**Approved By:**

  
**REYNALDO CARLOS PAGUIA**  
 Information Technology Officer I