



24 April, 2025

Date

### REQUEST FOR QUOTATION

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Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the **Civil Aviation Authority of the Philippines (CAAP), Area Center V**, in connection with the implementation of the **Supply And Delivery of Photocopying Machine For Naga Airport, Masbate Airport and Bicol International Airport** project. It is requested that price quotations be submitted in an envelope, duly sealed, **to be opened by our Canvass and Contract Committee (CCC) not later than 02:00 p.m. on 06 May 2025** at the **CAAP's physical address at the BAC/CCC Office, Ground Floor, Admin Bldg., Bicol International Airport (BIA), Daraga, Albay.**

ITEM NO.	QTY.	UNITS	DESCRIPTION	UNIT PRICE	TOTAL
1.	5	units	DIGITAL COPIER		
			with built in Automatic Reverse Document Feeder		
			(ARDF) Copier, Printer and Colored Scanner		
			With Free: 1 crg. Toner & 1 pc. Steel Cabinet		
			Specifications:		
			- Function: Print, Scan, Copy		
			- Built in Automatic Reverse Document Feeder (ARDF)		
			- Operational Panel: 4-Line LCF		
			- 19 Seconds Warm Up Time		
			- First Output Speed: 6.5 seconds		
			- System Memory: 512MB		
			- Output Speed: 27 Pages per Minute (Letter)		
			- ARDF Capacity: 50 sheets		
			- Weight (Mainframe): 39kgs. or less		
			- Dimension WxDxH: 587x581x639mm		
			- Power Source: 220-240v 50 / 60Hz		
			- Multiple Copying: Up to 999 copies		
			- Resolution: 600dpi		
			- Zoom: From 25% to 400% in 1% steps		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
<b>Continuation</b>					
			- Printer Language Standard: GDI		
			- Print Resolution: 600x600dpi		
			- Network Interface Standard: Ethernet (1000/100/		
			10BASE) USB 2.0 TypeB x1		
			- Mobile Printing Capability: Apple Airprint™, Mopria		
			- Window® Environments: Windows® 7/8/8.1/10,		
			Windows® Server 2003 / 2008, 2012 / 2016		
			- Scanning Speed: Mono: 18ipm Color: 6ipm		
			- Resolution: Maximum: 600dpi		
			- Compression Method: MH/MR/MMR, JPEG		
			- File Formats: Single Page TIFF, Multi Page TIFF,		
			Single Page JPEG, Single Page PDF, Multi Page PDF		
			- Scan Modes: Email, Folder, USB		
			- Security Features: Locked Print, IPsec communication,		
			Transport Layer Security (TLS), SMTP over SSL		
			- Recommended Paper Size: A3, A4, A5, A6, B4, B5, B6		
			- Paper Input Capacity: Standard 500 sheets		
			Maximum 1,600 sheets		
			- Paper Output Capacity: Standard 250 sheets		
			- Paper Weight: 52-216g/m²		
			- Paper Types: Thin Paper, Plain Paper1, Plain Paper2,		
			Recycled, Color Paper, Special Paper, Middle Thick		
			Paper, Prepunched Paper, Letterhead, Bond Paper,		
			Cardstock, Thick Paper1, Thick Paper2, Label Paper,		
			OHP, Envelope		
			- Power Consumption: Maximum Less Than 1,550W		
			Ready Mode 94W, Sleep Mode 0.97W		
			- Supplies: Black Toner Powder Yield 12,000 copies		
			@ 3,700.00		
			- Preventive Maintenance Agreement: Monthly		
			Preventive Maintenance		
			Lifetime Free Service		
			- Machine Guarantee: One (1) Year Warranty or		
			60,000 copies whichever comes first		



			<b>Inclusions:</b>		
			- Delivery and Testing of Unit to Respective Airports		
			No. of days to complete : Thirty (30) Calendar Days		
			<b>Distribution:</b>		
			Naga Airport - 1 unit		
			Bicol International Airport (ANS, EPD, CSIS) - 3 units		
			Masbate Airport - 1 unit		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<b>-x-x- nothing follows -x-x-</b>					

**Quotations not accompanied by Current Mayor's/Business Permit and Phil-GEPS Registration Number, Brochures/pictures indicating Brand name, Manufacturer's name and Description, and statement of availability of stocks, shall be automatically disqualified.** Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below.

Quotations must be delivered to the **Civil Aviation Authority of the Philippines, Area Center V at its physical address at the BAC/CCC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay** not later than **02:00 p.m. on 06 May 2025.**

**Online submission is not allowed and late quotations shall not be accepted.** All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply And Delivery of Photocopying Machine For Naga Airport, Masbate Airport and Bicol International Airport.**

#### **TERMS OF REFERENCE**

Name of Project	Supply And Delivery of Photocopying Machine For Naga Airport, Masbate Airport and Bicol International Airport
Approved Budget	Four Hundred Ninety-Seven Thousand Five Hundred Pesos (Php 497,500.00)
Delivery Period	Thirty (30) Calendar Days
Delivery Location/s	Supply Office of the following Airports: Bicol International Airport (Daraga, Albay); Naga Airport (Pili, Camarines Sur); and Masbate Airport (Masbate City).





Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

Delivery Conditions	<ol style="list-style-type: none"><li>1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days.</li><li>2. The CAAP-BIA Inspection Committee shall have right to inspect and/or test the goods delivered to check their conformity to the technical specifications.</li><li>3. A notification must be sent via email or text message at least three (3) days before the scheduled delivery of the item/s.</li><li>4. Partial delivery is not allowed.</li><li>5. In case of failure to make the full delivery within the prescribed delivery period, a penalty of one-tenth (1/10) of one (1) percent shall be imposed per day of delay.</li></ol>
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations.
Warranty	A warranty shall be required for a minimum of <b>one (1) year</b> after the acceptance by the Procuring Entity of the goods and/or equipment.

Very truly yours,



**EPIFANIO O. PRINIA, JR.**  
Chairperson, Canvass and Contract Committee



**EPIFANIO O. PRINIA, JR.**

Chairperson, Canvass and Contract Committee  
Civil Aviation Authority of the Philippines  
Bicol International Airport  
Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

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Signature Over Printed Name of Dealer/Supplier

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the project **Supply And Delivery of Photocopying Machine For Naga Airport, Masbate Airport and Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

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**LINDA MARIE D. OGENA**

Canvasser

