



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 Facial Biometric Devices for Time and Attendance Management at CAAP Head Office" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-025-05**

Name of Project : **Supply, delivery and installation of Facial Biometric Devices for Time and Attendance Management at CAAP Head Office**

Approved Budget for Contract : **P1,712,000.00**

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**

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 (Platinum);
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
7. Brochure (original) if applicable

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 11 JUN 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 damaged 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 30, 2025


ATTY. MARK NESTER T. MENDOZA
CCC Chairperson



TERMS OF REFERENCE

Name of Project	: Supply, Delivery and Installation of Facial Biometric Devices for Time and Attendance Management at CAAP Head Office
Approved Budget	: One Million Seven Hundred Twelve Thousand Pesos (Php 1,712,000.00)
Delivery Period	: Thirty (30) days from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Delivery Location	: CAAP Head Office <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, and Supply Division 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. Non compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	: Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specifications:

Specifics	Biometric Devices Description
1. Quantity	Good for 16 locations <ul style="list-style-type: none"> • Main Building Lobby • Main Building Lobby • OFSAM Building • FSIS Building • ANS Building • General Services Building • ATS Building • ATMC Front • ATMC Back • AFC Complex • CATC • Manila Control Tower • Manila Radar • Taguig Transmitter • FICG Hangar • Tagaytay Radar
2. Authentication Method	Face Recognition, additional method is an advantage
3. Camera	At least two (2) megapixels resolution, Walk through method face recognition at a distance of at least up to two (2) meters
4. Record/Storage Capacity	At least 1,500 face capacity, 2,000 fingerprints and 20,000 transaction logs

5. Communication	TCP/IP, Wi-Fi, USB Port
6. Output File	.XLS, .CSV, or equivalent With Civil Service Commission DTR Form 48
7. Display	Colored, Touch Screen
8. Power Supply	240 Volts, 50/60 Hz, With compatible backup battery
9. Encryption	Face data should be encrypted
10. Software	Must have software licenses which are perpetual and genuine
11. Others	<ul style="list-style-type: none"> - Supports at least 4 attendance status including AM time in, AM time out, PM time in, PM time out, - Supports multiple shifting schedules, with customizable daily shift assignment - Supports flexi-time schedule - Real-time data capture and transfer - Can generate various statistical data relative to time and attendance - Configurable and compatible with other software - With complete accessories, which must at least include compatible power adapter and mounting bracket - With a minimum of one (1) session for user training - With warranty and installation included, one (1) year warranty upon acceptance - Provision of After Sales support up to three (3) years upon acceptance

Prepared by:


ROMA RUCHELLE C. ARIAS
 Human Resource Management Officer III

Approved by:


AMNERIS G. GABRIEL
 Assistant Director General I 

Noted by:


JOSE DENNIS AREVALO
 OIC, Information Technology Division



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 Facial Biometric Devices for Time and Attendance Management at CAAP Head Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Biometric Devices (Face Recognition) <i>Specifications:</i> <ul style="list-style-type: none"> • At least two (2) megapixels resolution, Walk through method face recognition at a distance of at least up to two (2) meters • At least 1,500 face capacity, 2,000 fingerprints and 20,000 transaction logs • TCP/IP, Wi-Fi, USB Port • .XLS, .CSV, or equivalent • With Civil Service Commission DTR Form 48 • Colored, Touch Screen • 240 Volts, 50/60 Hz, With compatible backup battery 	16	pcs		



<ul style="list-style-type: none">• Face data should be encrypted• Must have software licenses which are perpetual and genuine• Supports at least 4 attendance status including AM time in, AM time out, PM time in, PM time out,• Supports multiple shifting schedules, with customizable daily shift assignment• Supports flexi-time schedule• Real-time data capture and transfer• Can generate various statistical data relative to time and attendance• Configurable and compatible with other software• With complete accessories, which must at least include compatible power adapter and mounting bracket• With a minimum of one (1) session for user training• With warranty and installation included, one (1) year warranty upon					
--	--	--	--	--	--



acceptance <ul style="list-style-type: none"> Provision of After Sales support up to three (3) years upon acceptance 				
Total (Inclusive of VAT)				

(Amount in Words)

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

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address