



## **REQUEST FOR QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Shopping Method for the **"Purchase of 300 pieces HP 933 XL Ink cartridge"** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-087-07**  
Name of Project : **Purchase of 300 pieces HP 933 XL ink cartridge**  
Approved Budget for: **Php480,000.00**  
Specifications : **See the attached Annex "B" for specifications**  
Location : **Procurement Division, CAAP, MIA Road, Pasay City**  
Delivery Term : **30 calendar days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000; (**a.** Form must be in accordance with Section 25.3, 2016 IRR **b.** Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A" & "B") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

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.

**OSCAR B. DEMETILLO, JR.** ↓  
CCC-Chairperson



**PRICE QUOTATION FORM**

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

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

Sir/Ma'am:  
 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:

Description			
<b>Purchase of 300 pieces HP 933 XL ink cartridge</b>			
Specification	QTY.	Unit Price	Total Price
Please see attached specifications at Annex "B"			
		• Inclusive of Delivery	
		<b>Total (Inclusive of VAT)</b>	

(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.

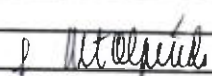
\_\_\_\_\_  
 Email Address

COA 19-06-0024  
6/21/19

## Purchase Request

PR Date:

PR No.


Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	pcs	HP 933 XL Ink cartridge (magenta, yellow, cyan) nothing follows	300	1600.00	480,000.00
RECOMMEND APPROVAL:					
 <b>MICHAEL E. MAPANAO</b> ADG I, Air Traffic Service					
<b>Total</b>					480,000.00

Purpose For Air Traffic Service use.

Requested by:

Approved by:

Signature  
Printed Name  
Designation

  
**JOSE J. LUNA**  
 Department Manager III, ATPPD

  
**MGEN RICARDO C. BANAYAT AFP (RET)**  
 DDG for Administration

1 - COA    2 - Accounting    3 - Originating Office