



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

**PROOF OF RECEIPT OF RFQ**

Name of Project : **PURCHASE OF EXTERNAL HARD DRIVE (CONSOLIDATED)**

Location : **CAAP Area Center 10, Laguindingan Misamis Oriental**

SUPPLIER/DEALER/CONTRACTOR	DATE RECEIVED	RECEIVED BY	SIGNATURE

TO WHOM IT MAY CONCERN:

I hereby certify that I have personally served this Request for Price Quotation (RFQ) through sealed envelope to the above-named supplier/dealer/contractor in accordance with existing rules and regulations.

Official Convasser, Laguindingan Airport

MIA Road, Corner Ninoy Aquino Avenue, Pasay City, Philippines, 1300

+632 8246 4988 | [opcen@caap.gov.ph](mailto:opcen@caap.gov.ph) | <https://caap.gov.ph>





(SVP - Goods)

No. 127-2025

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

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

NAME OF COMPANY : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 CONTACT NO/S. : \_\_\_\_\_  
 PHILGEPS REGISTRATION NO. : \_\_\_\_\_

Sir:

Please quote your best offer (lowest net price, taxes and government discount terms included) and **submit your Quotation duly signed by your or your duly authorized representative not later than;**

at \_\_\_\_\_ of \_\_\_\_\_ for:

Name of Project : **PURCHASE OF EXTERNAL HARD DRIVE (CONSOLIDATED)**  
 Location : **CAAP Area Center 10, Laguindingan Misamis Oriental**  
 Terms of Reference : **30 Calendar Days**

- 1 Quotations must be submitted either:
  - In a sealed envelope delivered personally to **Ms. Carolina C. Adanza**, CCC Secretariat, CAAP Area Center 10; or
  - Electronically via email.
- 2 For electronic submissions, bidders must send their accomplished Request for Quotation (RFQ) in PDF format—or any file format that allows password protection—to [cccarea10@gmail.com](mailto:cccarea10@gmail.com).
- 3 The submitted file must be secured with a password.
- 4 The CCC Secretariat or the interested supplier/contractor may communicate via email, SMS, or phone call to exchange the password a few minutes prior to the scheduled opening of quotations.
- 5 The email must include the bidder's complete name, company details, and an active contact number to facilitate coordination.
- 6 For further inquiries or clarifications, you may contact **0915-568-9246**.

**1 The following documents must be submitted on or before the Closing Date of Submission;**

- a) Mayor's Permit
- b) Proof PhilGEPS Registration
- c) Notarized Omnibus Sworn Statement (Please see attached format or refer to this link: [https://ps-philgeps.gov.ph/home/images/BAC/Bid\\_Bulletin/2020/Annex%20B%20-%20Omnibus%20Sworn%20Statement.pdf](https://ps-philgeps.gov.ph/home/images/BAC/Bid_Bulletin/2020/Annex%20B%20-%20Omnibus%20Sworn%20Statement.pdf))
  - \* **Failure to submit the required documents shall be grounds for disqualification**
  - \* **Quotations not submitted in a signed and sealed envelope shall be deemed non-compliant and will not be considered**

**2** All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.

**3** Payment shall be made through check.

**JOHN ROVELL Z. SIJO**

Chairperson, CCC-Area Center 10

ITEM DESCRIPTION  (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	UNIT PRICE	TOTAL PRICE	YES	NO	
<b>1 EXTERNAL HARD DRIVE, 2TB</b>	<b>₱73,600.00</b>	<b>7</b>	<b>pc</b>					
- Portable External Hard Drive								
- Super Fast Type-C USB 3.1 Hard Drive Portable HDD Compatible with PC Laptop Desktop Mach, Red, 2TB								



- (BEMS, Property, CMM, ANS, Records)							
<b>2 PORTABLE SSD (EXTERNAL DRIVE) (BILLING)</b>	<b>2</b>	<b>pc</b>					
- Capacity: 2TB							
- USB Type: USB 3.0 or 3.1							
- Data Transfer Speed: 540 Mbps Color: any Color (preferably Black)							
- Others: Shock Resistant							
<b>3 500-C Portable External Solid-State Drive (SSD) (ASSO)</b>	<b>1</b>	<b>pc</b>					
- Capacity/Type: 500Gb							
- Portable External SSD							
- Read/Write Speeds up to 1,030 MB/s of higher Compatibility: USB 2.3 Gen 2 (USB-C), USB 3.0							
- OS: Windows, Mac, Linux							
- Durability Quality USB-C cable, USB-C to A Cable							
- 1-Year Warranty on all parts replacement & services.							
<b>4 External Hard Drive, 2TB (CSIS &amp; BUDGET, CAMIGUIN)</b>	<b>6</b>	<b>pc</b>					
<b>TOTAL BID/PROPOSAL AMOUNT</b>						<b>In Figure: ₱</b>	
						<b>In Words: ₱</b>	

\_\_\_\_\_  
 Signature over Printed Name  
 of the Supplier/Dealer/Contractor



### **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 the 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 technical specifications 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 [cccare10@gmail.com](mailto:cccare10@gmail.com).
- (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 e-mail shall be considered.

### **TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- 3 Price quotation/s, shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
- 6 The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.
- 7 The Item/s shall be delivered within seven (7) calendar days from receipt of Purchase Order duly approved and issued by the Area/Airport Manager except to purchases brought about by emergency cases/circumstances as well as those supplies/materials which are to be manufactured/produced for a longer period.
- 8 The Supply Office of LDGA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
- 9 Date of Completion: In case of an approved POW, within the period stated therein. While, in cases of regular procurement (if not stated), within 7-10 days or less, after the issuance of the Purchase Order.
- 10 Mode and Terms of Payment: Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
- 11 Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LGDA) 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.

**NOTE: The aforementioned Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by R.A. 9184**

**External Hard drive, 2TB**



ANS-OFFICE



Property & Supply Office