



2025-27

September 25, 2025

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Area Center III hereby invites interested bidders for the PURCHASE OF COMPUTER SUPPLY AT AREA CENTER III

Approved budget for the project – Php 60,636.08

Please secure Canvass form from www.philgeps.gov.ph or at the Regional Office, Area Center III during office hours Monday to Friday starting September 26, 2025.

The sealed quotation shall be submitted at the Civil Aviation Authority of the Philippines Regional Office, Area Center 3, Civil Aviation Complex, Clark Freeport Zone, Mabalacat Pampanga on or before October 3, 2025 at 10:00am to the Bids and Awards Committee and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP Area Center III reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call CAAP Area Center III BAC Secretariat Members at 0282464988 local 2258 for details.

Very truly yours,


ATTY. ROAN JILL E. HABOC
BAC Chairperson



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION

Date : _____

APP Item No : 1170-50203010

Company/Business Name: ¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required for ABC above 50k): _____

The **Civil Aviation Authority of the Philippines - AreaCenter III**, through its Bids and Awards Committee (BAC), intends to procure the **Purchase of Computer Supply at Area Center III** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on October 03, 2025 at 10:00 a.m.**

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your latest Mayor's or Business Permit with the Official Receipt of the renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after the award of the contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form) (For ABCs above P50k)	In the prescribed template. Downloadable at: https://www.gppb.gov.ph/wp-content/uploads/2023/06/Omnibus-Sworn-Statement-Revised.docx
PhilGEPS Registration Certificate (For ABCs above P50k)	Valid PhilGEPS Certificate of Registration (COR). In case latest valid COR is not yet available, official receipt for renewal application with the expired COR will be accepted. Valid COR shall be submitted before contract award.
Latest Annual Income / Business Tax Return (For ABCs above P500k)	Annual Income Tax Return from previous year must be submitted.
Brochure	Copy of the brochure of the product/model being offered together showing its specifications.



Performance Security ABCs above P50k) (for	Once the Notice of Award of the Project is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 206 Revised IRR of RA 9184 to wit:	
	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
	a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	
	b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)
	c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.		

For any clarification, you may contact us at telephone no. **(045) 499-1663** or email address at **bac_area3@caap.gov.ph**.

ROAN JILL E. HABOC
BAC Chairperson

Official
Copy



¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

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 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 mandatory technical specifications (with asterisk) 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 **bac_area3@caap.gov.ph**.
- (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 email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting



documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Purchase of Computer Supply at Area Center III				
<i>Complete Descriptions of Articles</i>	<i>Unit</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Total Amount</i>
Ink for Printer, Black, Code 003	bottle	30.00		
70ml, For Epson Printer				
Ink for Printer, Magenta, Code 003	bottle	6.00		
70ml, For Epson Printer				
Ink for Printer, Cyan, Code 003	bottle	6.00		
70ml, For Epson Printer				
Ink for Printer, Yellow, Code 003	bottle	6.00		
70ml, For Epson Printer				
Ink for Printer, Black, Code 664	bottle	12.00		
70ml, For Epson Printer				
Ink for Printer, Magenta, Code 664	bottle	6.00		
70ml, For Epson Printer				
Ink for Printer, Cyan, Code 664	bottle	6.00		
70ml, For Epson Printer				
Ink for Printer, Yellow, Code 664	bottle	6.00		
70ml, For Epson Printer				
Ink for Brother Printer, Black Code BT D60/108.0ml	bottle	12.00		
Ink for Brother Printer, Black Code BT5000 Yellow/48.8ml	bottle	6.00		
Ink for Brother Printer, Black Code BT5000 Magenta/48.8ml	bottle	6.00		
Ink for Brother Printer, Black Code BT5000 Cyan/48.8ml	bottle	6.00		
Flash Drive 32gb	pc	12.00		
External Hard Drive 1TB	pc	6.00		
Wireless Mouse	pc	5.00		
Wired Mouse	pc	5.00		

vxx Nothing Follows vxx

Official

Copy



FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

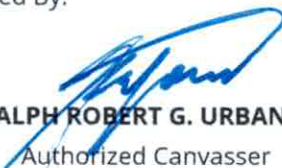
Payment Details:

Name of Payee: _____
TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Purchase of Computer Supply at Area Center III
Approved Budget for the Contract: Sixty Thousand Six Hundred Thirty - Six Pesos and 08/100 Only (PhP 60,636.08)
TOTAL OFFERED QUOTATION
In Words:
In Figures:

Canvassed By:


RALPH ROBERT G. URBANO
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es





Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PURCHASE REQUEST

Department: Area Center III
 Section: _____

PR No.: _____
 SAI No.: _____

Date: July 16, 2025
 Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Purchase of Computer Supply at Area Center III					
	bottle	Ink for Printer, Black, Code 003 70ml, For Epson Printer	30	280.00	8,400.00
	bottle	Ink for Printer, Magenta, Code 003 70ml, For Epson Printer	6	290.00	1,740.00
	bottle	Ink for Printer, Cyan, Code 003 70ml, For Epson Printer	6	290.00	1,740.00
	bottle	Ink for Printer, Yellow, Code 003 70ml, For Epson Printer	6	290.00	1,740.00
	bottle	Ink for Printer, Black, Code 664 70ml, For Epson Printer	12	300.00	3,600.00
	bottle	Ink for Printer, Magenta, Code 664 70ml, For Epson Printer	6	310.00	1,860.00
	bottle	Ink for Printer, Cyan, Code 664 70ml, For Epson Printer	6	310.00	1,860.00
	bottle	Ink for Printer, Yellow, Code 664 70ml, For Epson Printer	6.00	310.00	1,860.00
	bottle	Ink for Brother Printer, Black Code BT D60/108.0ml	12.00	440.00	5,280.00
	bottle	Ink for Brother Printer, Black Code BT5000 Yellow/48.8ml	6.00	450.00	2,700.00
	bottle	Ink for Brother Printer, Black Code BT5000 Magenta/48.8ml	6.00	450.00	2,700.00
	bottle	Ink for Brother Printer, Black Code BT5000 Cyan/48.8ml	6.00	450.00	2,700.00
	pc	Flash Drive 32gb	12.00	250.00	3,000.00
	pc	External Hard Drive 1TB	6.00	3,018.08	18,108.48
	pc	Wireless Mouse	5.00	500.00	2,500.00
	pc	Wired Mouse	5	169.52	847.60
		xxxNothing Followsxxx			60,636.08

Purpose: For the use of Area Center III

Signature: _____
 Printed Name: **GLENN O. BELLO**
 Designation: **Acting Procurement Officer**

Signature: _____
 Printed Name: **GLENN D. TRIPULCA**
 Designation: **Civil Aviation Area Manager
 Area Center III**

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]