



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 and delivery of Microsoft Office – License for AANSOO use" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-081-08**
Name of Project : **Supply and delivery of Microsoft Office – License for AANSOO use**

Approved Budget for
Contract : **P100,000.00**
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

Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP Head Office Warehouse**

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Income Business Tax Return for ABC's above P500,000.00;
2. PHILGEPS Certificate of Registration (Platinum);
3. 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)
4. Price quotation from (**Annex "A"**) during submission of offer/Quotation
5. 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 15 SEP 2025 at 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. MARK NESTER T. MENDOZA
Chairperson, Canvass and Contract Committee
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, August 29, 2025


ATTY. MARK NESTER T. MENDOZA
CCC Chairperson



TERMS OF REFERENCE

Name of Project	:	Supply and Delivery of Microsoft Office – License for AANSOO use
Approved Budget	:	100,000. 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 Warehouse <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. None 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.
Warranty Period	:	One year on parts and services starting from date of acceptance

Technical Specifications:

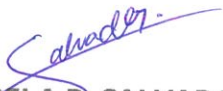
A. MICROSOFT OFFICE – LICENSE	
Operating System	Windows 11 or Windows 10 with a 1.6 GHz, 2-core processor.
Processor	1.6 GHz or faster, 2-core processor (PC), or Intel processor (Mac)
macOS	Recent macOS versions
Memory	4 GB RAM for 64-bit versions, 2 GB for 32-bit versions for PC; 4 GB for Mac
Disk Space	4 GB available disk space for PC, 10 GB for Mac
Display	1024 x 768 resolution for PC, 1280 x 800 for Mac

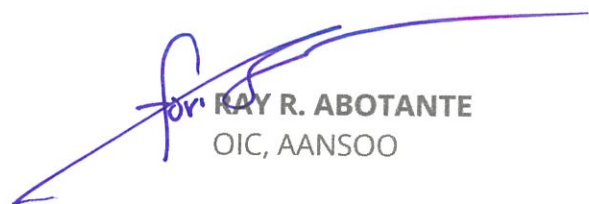


Graphics	DirectX 10 graphics card for PC
Specific Apps Included	Word, Excel, PowerPoint, Outlook, OneDrive, Teams, etc
Quantity	20 Licenses

Prepared by:

Approved by:


ANABELA R. SALVADOR
Administrative Assistant II
AANSOO


for **RAY R. ABOTANTE**
OIC, AANSOO



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 and Delivery of Microsoft Office - License for AANSOO Use				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<ul style="list-style-type: none"> • Operating System - Windows 11 or Windows 10 with a 1.6 GHz, 2-core processor • Processor - 1.6 GHz or faster, 2-core processor (PC), or Intel processor (Mac) • macOS - Recent macOS versions • Memory - 4 GB RAM for 64-bit versions, 2 GB for 32-bit versions for PC; 4 GB for Mac • Disk Space - 4 GB available disk space for PC, 10 GB for Mac • Display - 1024 x 768 resolution for PC, 1280 x 800 for Mac • Graphics - DirectX 10 graphics card for PC • Specific Apps Included - Word, Excel, PowerPoint, Outlook, OneDrive, Teams, etc. 	20	Licenses		
Total (Inclusive of VAT)				

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable tax
Very truly yours,

Name/Signature of Representative

Position

Name of Company

Contact No.

Email Address

SUBJECT: Supply and Delivery of Microsoft Office – License for AANSOO Use