



REQUEST FOR QUOTATION / PROPOSAL

The Civil Aviation Authority of the Philippines – Central Office (CAAP-CO), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the project described below for Fiscal Year 2025, in accordance with Section 34 of the **Implementing Rules and Regulations (IRR) of Republic Act No. 12009**, otherwise known as the “New Government Procurement Act.”

RFQ No.	: C25-102-10
Name of the project	: Supply, delivery and installation Multifunction Coloured Laser Printer (A4/Legal size) with Refillable ink or Toner/Drum cartridge for ATS Facilities and Offices use
Approved Budget for Contract (ABC)	: Php250,000.00
Terms	: See the attached Annex “A” for Terms of Reference
Location	: Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	: Thirty (30) calendar days
Delivery time	: 8:00 AM – 4:00 PM
Delivery location	: CAAP Head Office Warehouse
Warranty	: One (1) year upon acceptance

I. SUBMISSION OF DOCUMENTS

Interested suppliers are required to submit the following valid and current documents, which must be: properly paginated, with tabbing, and placed in a sealed long brown envelope; and chronologically arranged in accordance with the list below:

1. Valid PhilGEPS Registration Certificate (Platinum Membership) – all pages;
2. Valid Mayor’s/Business Permit;
3. Valid Tax Clearance Certificate;
4. Latest Income and/or Business Tax Return (Annual or Quarterly);
5. Duly accomplished and original Omnibus Sworn Statement (OSS) in the form prescribed by the NGPA Standard Forms, and if applicable:
 - Original Notarized Secretary’s Certificate, for corporations, partnerships, or cooperatives; or
 - Original Special Power of Attorney, for joint ventures, authorizing the signatory to represent the Bidder and sign the OSS (required for ABCs above ₱50,000.00);
6. Original brochure or product literature (if applicable);
7. Duly accomplished Price Quotation Form, in the prescribed format.



Upon claiming the Contract, the winning supplier shall present the original copies of all documents listed above for verification purposes, or submit a Certified True Copy issued by the relevant government agency. However, original copies of the Omnibus Sworn Statement, Brochure (if applicable), and Price Quotation Form must be included in the submitted sealed quotation/proposal.

II. QUOTATION VALIDITY AND SUBMISSION DETAILS

All price quotations shall remain valid for a period of one hundred twenty (120) calendar days from the date of submission. Interested suppliers must submit their quotation or proposal in person, enclosed in a sealed long brown envelope, on or 09 OCT 2025, not later than 10:00 A.M., at the 3rd Floor, Procurement Division, General Services Building, Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City, Metro Manila. Late submissions shall not be accepted and will be deemed non-compliant.

Addressed to:

THE SECRETARIAT

Canvass and Contract Committee (CCC)
Civil Aviation Authority of the Philippines
Old MIA Road, Pasay City, Metro Manila

Likewise, any quotation or proposal exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.

III. EVALUATION AND AWARD OF CONTRACT

The contract shall be awarded to the supplier, contractor, or consultant determined to have submitted either the Single or Lowest Calculated and Responsive Bid (S/LCRB) for goods and infrastructure projects, the Most Economically Advantageous and Responsive Quotation (MEARQ), or, in the case of consulting services, the Single or Highest Rated and Responsive Proposal (S/HRRP), in accordance with Section 66 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

IV. INSPECTION AND ACCEPTANCE

The CAAP Technical Inspection and Acceptance Committee (TIAC) reserves the right to inspect and/or test the goods to verify compliance with the technical specifications.

V. OTHER CONDITIONS

Any interlineations, erasures, or overwriting in the submitted documents shall be considered valid only if they are signed or initialed by the bidder or their duly authorized representative. In the event of delay or failure to perform contractual obligations, liquidated damages, if applicable, shall be imposed in accordance with Section 71 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, or as otherwise provided in the contract.

Issued, this October 01, 2025 at the Civil Aviation Authority of the Philippines - Central Office Complex, Pasay City.

for: 
ATTY. MARK NESTER T. MENDOZA
Chairperson
Canvass and Contract Committee
Civil Aviation Authority of the Philippines



TERMS OF REFERENCE

Name of Project	: Supply, Delivery and Installation Multifunction Coloured Laser Printer (A4/Legal Size) with Refillable Ink or Toner/Drum Cartridge for ATS Facilities and Offices use
Approved Budget	: Php250,000.00
Delivery Period	: <u>Thirty (30) calendar days</u> from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Sample or Brochure	: Required
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.

Technical Specifications:

Item (1)	Coloured Laser Printer
Quantity	Five (5) units
Printer Type	Print, Scan, Copy, Fax with ADF
Print	<p>Printing Method: Colour Laser Beam Printing</p> <p>Print Speed: A4: 21 / 21 ppm (Mono / Colour) Letter: 22 / 22 ppm (Mono / Colour) 2-Sided: 12 / 12 ppm (Mono / Colour)</p> <p>Print Resolution: 600 x 600 dpi</p> <p>Print Quality with Image Refinement Technology: 1,200 x 1,200 dpi (eq.)</p> <p>Warm up Time (From Power On): 13 sec or less</p> <p>First Print Out Time (FPOT) A4: Approx. 10.4 / 10.5 sec (Mono / Colour) Letter: Approx. 10.3 / 10.3 sec (Mono / Colour)</p> <p>Recovery Time (From Sleep Mode): 6.1 sec or less</p> <p>Print Language: UFR II, PCL 6, Adobe® PostScript® 3™</p> <p>Auto Duplex Print: Standard</p> <p>Available Paper Size for Auto Duplex Print: A4, B5, Letter, Legal, Executive, Foolscap, Indian Legal</p> <p>Print Margins: 5mm - top, bottom, left and right (Envelope: 10mm)</p> <p>Print Features: Poster, Booklet, Watermark, Page Composer, Toner Saver</p>

	<p>Supported File Format for USB Direct Print Supported File Format: JPEG, TIFF, PDF</p>
Copy	<p>Copy Speed A4: A4: 21 / 21 ppm (Mono / Colour) Letter: 22 / 22 ppm (Mono / Colour)</p> <p>Copy Resolution: 600 x 600dpi</p> <p>First Copy Out Time (FCOT): A4: Approx. 11.4 / 13.4 sec (Mono / Colour) Letter: Approx. 11.2 / 13.1 sec (Mono / Colour)</p> <p>Maximum Number of Copies: Up to 999 copies</p> <p>Reduce/Enlargement: 25 - 400% in 1% increments</p> <p>Copy Features: Frame Erase, Collate, 2 on 1, 4 on 1, ID Card Copy, Passport Copy</p>
Scan	<p>Scan Resolution: Optical Platen glass: up to 600 x 600dpi Feeder: up to 300 x 300dpi Driver Enhanced: Up to 9,600 x 9,600 dpi</p> <p>Scan Type: Colour Contact Image Sensor</p> <p>Maximum Scan Size: Platen Glass: Up to 216.0 x 297mm Feeder: Up to 216.0 x 355.6mm</p> <p>Scan Speed 1-Sided: 26.1 ipm (mono), 13.3 ipm (colour) 2-Sided: 51.2 ipm (mono), 26.1 ipm (colour)</p> <p>Colour Depth: 24-bit</p> <p>Pull Scan: Yes, USB and Network</p>

	<p>Push Scan (Scan To PC) with MF Scan Utility: Yes, USB and Network</p> <p>Scan To USB (via USB Host 2.0): Yes</p> <p>Scan To Cloud: MF Scan Utility</p> <p>Scan Driver Compatibility: TWAIN, WIA</p> <p>SEND Method: SMB, Email, FTP, iFAX Simple</p> <p>Colour Mode: Full Color, Grayscale, Monochrome</p> <p>Scan Resolution: 300 x 600pi</p> <p>File Format: JPEG, TIFF, PDF, Compact PDF, PDF (OCR)</p>
Fax	<p>Modem Speed: Up to 33.6 Kbps</p> <p>Fax Resolution: Up to 408 x 392 dpi</p> <p>Compression Method: MH, MR, MMR, JBIG</p> <p>Memory Capacity: Up to 512 pages</p> <p>Favourite Dials (in address book): 19 dials</p> <p>Speed Dial (Coded dials): Up to 281 dials</p> <p>Group dials / Destinations: Max. 299 dials / Max. 299 destinations</p>



	<p>Duplex Fax (Transmission): Yes</p> <p>Sequential Broadcast: Max. 310 destinations</p> <p>Receive Mode: Fax Only, Manual, Answering, Fax/Tel Auto Switch</p> <p>Memory Backup: Permanent fax memory backup (Backup with flash memory)</p> <p>Fax Features: Fax Forwarding, Dual Access, Remote Reception, PC Fax (Transmission only), DRPD, ECM, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports</p> <p>Transmission Time: Approx. 2.6 sec</p>
<p>Paper Handling</p>	<p>Auto Document Feeder (ADF): DADF: 50 sheets (80g/m²)</p> <p>Available Paper Size for DADF: A4, B5, A5, Letter, Legal, Statement (Min. 128 x 139.7mm to Max. 216.0 x 355.6mm)</p> <p>Paper Input (based on 80g/m²): Standard Cassette: 250 sheets Multi-Purpose Tray: 1 sheet Optional Paper Feeder: N/A</p> <p>Maximum Paper Input Capacity: 251 sheets</p> <p>Paper Output: 100 sheets</p> <p>Paper Sizes: Cassette: A4, B5, A5, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal Custom (Min. 76.2 x 127.0mm to Max. 216.0 x</p>



	<p>355.6mm) Multi-Purpose Tray: A4, B5, A5, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal, Index Card Envelope: COM10, Monarch, C5, DL Custom (Min. 76.2 x 127.0mm to Max. 216.0 x 355.6mm) Optional Paper Feeder: N/A</p> <p>Paper Types: Plain, Thick, Coated, Recycled, Colour, Label, Postcard, Envelope</p> <p>Paper Weight: ADF: 50 to 105g/m2 Cassette / Optional Paper Feeder: 60 to 200g/m2 Multi-Purpose Tray: 60 to 200g/m2</p>
<p>Connectivity & Software</p>	<p>Standard Interfaces Wired: USB 2.0 High Speed, 10Base-T/100Base-TX/1000Base-T Wireless: Wi-Fi 802.11b/g/n (Infrastructure mode, WPS easy Setup, Direct Connection)</p> <p>Near Field Communication (NFC): N/A</p> <p>Network Protocol: Print: LPD, RAW, WSD-Print (IPv4, IPv6) Scan: Email, SMB, WSD-Scan (IPv4, IPv6), FTP TCP/IP Application Services: Bonjour(mDNS), HTTP, HTTPS, POP before SMTP (IPv4, IPv6), DHCP, ARP+PING, Auto IP, WINS (IPv4), DHCPv6 (IPv6) Management: SNMPv1, SNMPv3 (IPv4, IPv6)</p> <p>Network Security: Wired: IP/Mac address filtering, HTTPS, SNMPv3, IEEE802.1x, IPSEC Wireless: WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)</p>

	<p>One-Push Wireless Configuration: Wi-Fi Protected Setup (WPS)</p> <p>Other Features: Department ID, Secure Print, Application Library</p> <p>Mobile Solution: Canon PRINT Business, Canon Print Service, Google Cloud Print™, Apple® AirPrint®, Mopria® Print Service</p> <p>Address Book: LDAP</p> <p>Compatible Operating Systems*3 Windows® 10, Windows® 8.1, Windows® 7, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012, Windows Server® 2008 R2, Windows Server® 2008 Mac® OS X 10.9.5 & up*4, Linux*4</p> <p>Software Included: Printer driver, Fax driver, Scanner driver, MF Scan Utility, Toner Status</p>
General	<p>Device Memory: 1 GB</p> <p>LCD Display: WVGA Colour LCD 5.0" Touch Screen Display</p> <p>Dimensions (W x D x H): 451 x 460 x 413mm</p> <p>Weight: 20.5 kg</p> <p>Power Consumption Maximum: 850W or less Average (During Copy): Approx. 370W Average (During Standby): Approx. 11W Average (During Sleep): Approx. 0.8W (USB/ LAN / Wi-Fi)</p> <p>Noise Levels: During Operation: Sound Pressure Level: 51dB Sound Power Level: 69.4dB</p>

	<p>During Standby: Sound Pressure Level: Inaudible Sound Power Level: 43dB</p> <p>Operating Environment: Temperature: 10 - 30°C Humidity: 20% - 80% RH (no condensation)</p> <p>Power Requirements: AC 220-240 V (±10%), 50/60 Hz (±2Hz)</p> <p>Toner Cartridge: Standard: Cartridge 054 BK: 1,500 pages (bundled: 1,500 pages) Cartridge 054 C/M/Y: 1,200 pages (bundled: 680 pages) High: Cartridge 054H BK: 3,100 pages Cartridge 054H C/M/Y: 2,300 pages</p> <p>Monthly Duty Cycle: 30,000 pages</p>
Optional Accessories	<p>Paper Feeder: N/A</p> <p>Barcode Printing: Barcode Printing Kit-E1</p> <p>Attachment kit for NT-Ware Mi-Card: Mi-Card Attachment Kit-B1</p>
Warranty	1 Year upon acceptance

Prepared by:


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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 Multifunction Coloured Laser Printer (A4/Legal Size) with Refillable Ink or Toner/Drum Cartridge for ATS Facilities and Offices use				
Technical Specifications	Quantity	Unit	Unit Price	Total Price
Item (1) Coloured Laser Printer	5	units		
Printer Type: Print, Scan, Copy, Fax with ADF; refillable ink <i>(See attached Terms of Reference for detailed specifications)</i>				
Warranty 1 Year 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

