



## 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.	:	C25-078-08
Name of the project	:	Purchase of Camera Flash for Canon Speedlite EL-100 and Digital Single Lens Reflex 70-300mm for Canon EOS 6D Mark III
Approved Budget for Contract (ABC)	:	Php170,000.00
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

### 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 10 DEC 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 03 DEC 2025 at the Civil Aviation Authority of the Philippines - Central Office Complex, Pasay City.

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



**TERMS OF REFERENCE**

Name of Project	: <b>Purchase of Camera Flash for Canon Speedlite EL-100 and Digital Single Lens Reflex 70-300mm for Canon EOS 6D Mark II</b>
Approved Budget	: <b>Php170,000.00</b>
Delivery Period	: <b>Thirty (30) days</b> from the receipt of Notice for Compliance <i>Note: Partial delivery is <b>not allowed</b>.</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 refusal of entry to the premises and receipt of delivery with no fault on the part of 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:**

**1. Camera Flash for Canon Speedlite EL-100**

Dimensions & weight

Dimension (WxHxL)	64.6 x 91.7 x 71.0mm
Weight (Excluding batteries), grams	190g

Power

Guide No. (ISO100), meters	26 (50mm)
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Zoom

Zoom head	Yes, Manual
Focal length coverage	24, 50mm
Auto zoom for sensor size	No

Flash modes

Auto exposure control	E-TTLII/E-TTL
High speed sync (FP)	Yes
Manual / output settings	Yes - 1/1- 1/128
Manual steps	1/3 step
Strobe / output settings	Yes
Frequency	1-500Hz (1-199Hz using optical Sender function)
Video light	No

Flash-related function

FE lock	Yes
Flash Exposure Compensation	Yes (set on camera)
Flash Exposure Bracketing	No

Second-curtain flash sync	Yes (set on camera)
Modelling flash	Yes
Colour temperature info communication	Yes
Wireless flash	
Transmitter	Yes
Transmission type	Optical
Signal range (Infra-red/Radio)	Indoors: 0.7-11m / - Outdoors: 0.7-8m / -
Receiver function	Infra-red
Sender function	Infra-red
No of groups (Optical/Radio)	3
No of channels (Optical/Radio)	4
Flash head movement	
Up	45, 60, 75 and 90°
Down	-
Left	60, 75, 90, 120, and 150°
Right	60, 75, 90, 120, 150 and 180 °
AF Assist	
AF Assist Beam	Yes
AF-assist beam type (centre AF point/other AF points)	Flash strobe
Power Source	
Battery	2 x AA batteries
Minimum recycling time *2	Approx. 5.8sec
External power supply	No
Construction	
Dust and water resistance	No
Mounting foot material	Metal
Misc.	
Custom Functions	3 (6 options)
Flash settings from camera menus *3	Yes
External flash exposure sensor	No
PC terminal	No
Compatible Accessories	Off-camera shoe cord OC-E3
Dedicated flash bracket	No
Warranty	12 months from the date of acceptance

## 2. Digital Single Lens Reflex 70-300mm for Canon EOS 6D Mark II


Angle of View (Diagonal)	32°11'~8°15'
Angle of View (Horizontal)	27°~6°50'
Angle of View (Vertical)	18°11'~4°35'
Closest Focusing Distance (m, ft)	1.5/4.9
Construction (Groups Elements)	9-13
Diameter x Length (mm)	71 x 122
(Approx.)	

Drive System	Micro USM
Filter Size (mm)	58
Max. Magnification (x)	0.25
Min. Aperture	32~45
No. of Diaphragm Blades	7
Weight (g) (Approx.)	480
Accessories (Lens Cap)	E-58 II
Accessories (Lens Hood)	ET-60
Accessories (Lens Bag)	LP1019
Warranty	12 months from the date of acceptance

Prepared by:

  
**EDDIE HARRY G. PARADERO**  
Aircraft Accident Investigator

Noted by:

  
**REINER Y. BACULINAO**  
Officer-In-Charge, AAIB



**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:

<b>Name of Project: Purchase of Camera Flash for Canon Speedlite EL-100 and Digital Single Lens Reflex 70-300mm for Canon EOS 6D Mark II</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Camera Flash for Canon Speedlite EL-100</b> Dimensions & weight Dimension (WxHxL) - 64.6 x 91.7 x 71.0mm Weight (Excluding batteries), grams - 190g Power Guide No. (ISO100). Meters - 26 (50mm) Zoom Zoom head - Yes, Manual Focal length coverage - 24, 50mm Auto zoom for sensor size - 2No Flash modes Auto exposure control - E-TTLII/E-TTL High speed sync (FP) - Yes Manual / output settings - Yes - 1/1- 1/128 Manual steps - 1/3 step Strobe / output settings - Yes Frequency - 1-500Hz (1-199Hz using optical Sender function) Video light - No Flash-related function FE lock - Yes Flash Exposure Compensation - Yes (set on camera) Flash Exposure Bracketing - No Second-curtain flash sync - Yes (set on camera)	<b>4</b>	<b>unit/s</b>		

<p>Modelling flash - Yes  Colour temperature info communication - Yes  Wireless flash  Transmitter - Yes  Transmission type - Optical  Signal range (Infra-red/Radio) - Indoors: 0.7-11m / -  Outdoors: 0.7-8m  Receiver function - Infra-red  Sender function - Infra-red  No of groups (Optical/Radio) - 3  No of channels (Optical/Radio) - 4  Flash head movement  Up 45, 60, 75 and 90° Down  Left 60, 75, 90, 120, and 150°  Right - 60, 75, 90, 120, 150 and 180  AF Assist  AF Assist Beam - Yes  AF-assist beam type (centre AF point/other AF points) -  Flash strobe  Power Source  Battery - 2 x AA batteries  Minimum recycling time *2 - Approx. 5.8sec  External power supply - No  Construction  Dust and water resistance - No  Mounting foot material - Metal  Misc.  Custom Functions - 3 (6 options)  Flash settings from camera menus *3 - Yes  External flash exposure sensor - No  PC terminal - No  Compatible Accessories - Off-camera shoe cord OC-E3  Dedicated flash bracket - No  Warranty - months from the date of acceptance</p>				
<p><b>2. Digital Single Lens Reflex 70-300mm for Canon EOS 6D Mark II</b>  Angle of View (Diagonal) - 32°11'~8°15'  Angle of View (Horizontal) - 27°~6°50'  Angle of View (Vertical) - 18°11'~4°35'  Closest Focusing Distance (m, ft) - 1.5/4.9  Construction (Groups Elements) - 9-13  Diameter x Length (mm) (Approx.) - 71 x 122  Drive System - Micro USM  Filter Size (mm) - 58  Max. Magnification (x) - 0.25  Min. Aperture - 32~45  No. of Diaphragm Blades - 7</p>	2	units		

Weight (g) (Approx.) - 480				
Accessories (Lens Cap) - E-58 II				
Accessories (Lens Hood) - ET-60				
Accessories (Lens Bag) - LP1019Warranty - 12 months from the date of acceptance				
<b>Total (Inclusive of VAT)</b>				

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name/Signature of Representative

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Position

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Name of Company

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Contact No.

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Email Address