



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.”

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| RFQ No. | : | C25-103-10 |
| Name of the project | : | Supply, delivery and installation Multifunction Coloured Laser Printers (A4/Legal size) with Refillable ink for ATS Facilities and Offices use |
| Approved Budget for Contract (ABC) | : | Php600,000.00 |
| 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 03 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 28 NOV 2025 at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.

 28 NOV 2025
ATTY. MARK NESTERT, MENDOZA
Chairperson,
Canvass and Contract Committee
Civil Aviation Authority of the Philippines



TERMS OF REFERENCE

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| Name of Project | : Supply, Delivery and Installation of Multifunction Coloured Printers (A4/Legal Size) with Refillable Ink for ATS Facilities and Offices use |
| Approved Budget | : Php600,000.00 |
| 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 upon submission of bids. |
| 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:

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| Item | Multifunction Coloured Printers (A4/Legal Size) with Refillable Ink |
| Quantity | Thirty (30) units |
| Printer Type | Print, Scan, Copy with ADF |

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| Print | <p>Printing Method: On-demand inkjet (Piezoelectric)</p> <p>Nozzle Configuration: 180 x 1 nozzles (Black) 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)</p> <p>Maximum Resolution: 5760 x 1440 dpi</p> <p>Print Speed: <i>Photo Default - 10 x 15 cm / 4 x 6 " *1:</i> Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 <i>Draft, A4 (Black / Colour):</i> Up to 33 ppm / 15 ppm*2 <i>ISO 24734, A4 Simplex (Black / Colour):</i> Up to 10 ipm / 5.0 ipm*2 <i>First Page Out Time from Ready Mode (Black / Colour):</i> Approx. 10 sec / 16 sec*2</p> <p>Printer Language: ESC/P-R, ESC/P Raster</p> |
| Copy | <p>Maximum Copies from Standalone: 99 copies</p> <p>Reduction/Enlargement: 25 - 400%</p> <p>Maximum Copy Resolution: 600 x 600 dpi</p> <p>Maximum Copy Size: Legal</p> <p>ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm</p> |
| Scan | <p>Scanner Type: Flatbed colour image scanner</p> <p>Sensor Type: CIS</p> <p>Optical Resolution: 1200 x 2400 dpi</p> <p>Maximum Scan Area: 216 x 297 (mm)</p> <p>Scanner Bit Depth: Colour: 48-bit input, 24-bit output Grayscale: 16-bit input, 8-bit output Black & White: 16-bit input, 1-bit output</p> <p>Scan Speed [Flatbed / ADF (Simplex)]: 200dpi, Black: 12 sec / Up to 4.5 ipm 200dpi, Colour: 29 sec / Up to 4.5 ipm</p> |
| ADF Specifications | <p>Support Paper Thickness: 64 – 95 g/m²</p> <p>Paper Capacity: 30 pages (A4), 10 pages (Legal)</p> |

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|---|---|
| Supported OS and Applications | Operating System Compatibility: Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10 / 11 Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Only printing functions are supported for Windows Server OS Mac OS X 10.6.8 or later |
| Paper Handling | Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 100 sheets of Plain paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2) Up to 20 sheets Premium Glossy Photo Paper Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 Maximum Paper Size: 215.9 x 1200 mm Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver *3 |
| Interface | USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD |
| Mobile and Cloud Solutions | Connect: iPrint, Email Print, Remote Print Driver, Scan to Cloud Other Mobile Solutions: Compatible to other air print services |
| Control Panel | LCD Screen: 1.44" Colour LCD |
| Printer Software Electrical Specifications | Software Support: ScanSmart Rated Voltage: AC 220 - 240 V Rated Frequency: 50 - 60 Hz Power Consumption: Operating: 12 W Standby: 4.5 W Sleep: 0.7 W Power off: 0.2 W |

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|------------------------------|---|
| Noise Level | PC Printing/ Premium Glossy Photo Paper Best Photo: Sound Power (Black / Colour) 5.1 / 5.1 B(A), Sound Pressure (Black / Colour) 38 dB(A) / 38 dB(A) PC Printing / Plain Paper Default*4: Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A), Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A) |
| Consumables | Black Ink Bottle: Page Yield: 4,500 pages Cyan Ink Bottle, Magenta Ink Bottle, Yellow Ink Bottle: Page Yield: 7,500 pages |
| Dimensions and Weight | Dimensions (W x D x H): 375 x 347 x 237 mm Weight: 5.0 kg |
| Refillable Ink | One (1) set: Black, Cyan, Magenta and Yellow |
| Warranty | 1 Year upon acceptance |

Prepared by:


APRIL FRANCES P. OBIÑA
Head, Procurement Planning
Air Traffic Service

Approved by:


MARLENE I. SINGSON
Assistant Director General II
Air Traffic Service



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 of Multifunction Coloured Printers (A4/Legal Size) with Refillable Ink for ATS Facilities and Offices use | | | | |
|--|-----------------|-------------|-------------------|--------------------|
| Technical Specifications | Quantity | Unit | Unit Price | Total Price |
| Coloured Multi-Functional Printer (A4/Legal Size) with Refillable Ink | 30 | units | | |
| Printer Type: Print, Scan, Copy, with ADF; one (1) set 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

