



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.	:	C25-143-11
Name of the project	:	Supply and delivery of a Heavy-Duty Scanner for Internal Audit Service at CAAP Central Office
Approved Budget for Contract (ABC)	:	Php30,000.00
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	:	Two (2) years warranty on parts and services from date of 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 NOV 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 NESTER T. MENDOZA
Chairperson
Canvass and Contract Committee
Civil Aviation Authority of the Philippines



TERMS OF REFERENCE

Name of Project	:	Supply and Delivery of a Heavy- Duty Scanner for Internal Audit Service at CAAP Central Office
Approved Budget	:	PHP30,000.00
Delivery Period	:	Thirty (30) calendar 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 the concerned office must be received by the supplier before proceeding with the delivery. Non 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	:	Two (2) years warranty on parts and services from the date of acceptance

Specification

UNIT	DESCRIPTION	QTY
Unit	<p align="center">Heavy- Duty Scanner</p> <p>Type: High-speed document scanner Scanning Speed: Minimum 30 PPM / 60 IPM Document Feeder: ADF, minimum 50-sheet capacity Daily Duty Cycle: At least 3,000 pages Scan Size: Up to Legal (8.5" x 14") Resolution: Up to 600 dpi Connectivity: USB 2.0 or higher Output Formats: PDF, JPEG, TIFF, Searchable PDF via OCR</p>	1

	Compatibility: Windows 10 or higher Other Features: <ul style="list-style-type: none"> ● Duplex scanning ● Bundled software with OCR ● Compact design 	
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Other Requirements:

1. Accessories:
 - 1.1 Power Cord
 - 1.2 AC Adapter
 - 1.3 USB 2.0 or higher Cable
 - 1.4 Software with OCR (CD/USB)
 - 1.5 Setup Guide/Manual (must be written in English)
2. Brand shall be engraved/embossed/printed/permanently stickered on the item
3. One (1) unit per box
4. Warranty: Two (2) years warranty on parts and services.
5. Original brochure/catalog from the Manufacturer of product being offered should be submitted during opening of quotation.
6. Inspection and Test: As part of the verification process, the End-User has the right to inspect and/or to test the goods to confirm their conformity to the contract specifications at no extra cost to it. The inspections and tests may be conducted on the physical shop or warehouse of the supplier before the scheduled delivery.
7. Suppliers must submit a Certificate of Authorized Distributorship or Resellership issued by the original manufacturer, confirming their official authorization to distribute or resell the proposed goods. (The reseller shall be fully responsible for providing the warranty support and services for the proposed goods in accordance with the manufacturer's terms and conditions)

Prepared by:

Noted by:



MARICEL F. LANDICHO
Administrative Assistant I, IAS



COL MA VENER. TACUBOY PAF (RET)
Department Manager III, IAS



PRICE QUOTATION FORM

Date: _____

The Chairperson
 Canvass and Contract Committee
 Procurement Division, CAAP,
 MIA Road, Pasay City

Sir/Ma'am:

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 a Heavy -Duty Scanner for Internal Audit Service at CAAP Central Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Type: High-speed document scanner Scanning Speed: Minimum 30 PPM / 60 IPM Document Feeder: ADF, minimum 50-sheet capacity Daily Duty Cycle: At least 3,000 pages Scan Size: Up to Legal (8.5" x 14") Resolution: Up to 600 dpi Connectivity: USB 2.0 or higher Output Formats: PDF, JPEG, TIFF, Searchable PDF via OCR Compatibility: Windows 10 or higher Other Features: <ul style="list-style-type: none"> • Duplex scanning • Bundled software with OCR • Compact design 	1	pc		
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