



10 November 2021

Date

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the Civil Aviation Authority of the Philippines (CAAP), Area Center V, Bicol International Airport in connection with the implementation of the **Supply & Delivery Of Various Office Supplies For Bicol International Airport** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **17 November 2021** at **2:00 pm** at the BAC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
1	Pc	150	Ballpen Black		
2	Pc	150	Ballpen Blue		
3	Pc	20	Ballpen Green		
4	Pc	30	Ballpen Red		
5	Pc	20	Battery Size C, Alkaline		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Pc	60	Battery AA, Alkaline		
7	Pc	80	Battery AAA, Alkaline		
8	Box	20	Binder/Backfold Clip 1"		
9	Box	20	Binder/Backfold Clip 2"		
10	Box	20	Binder/Backfold Clip 3/4"		
11	Ream	100	Bond Paper, 80gsm, size 210mmx297mm (A4)		
12	Ream	25	Bond Paper, 80gsm, size 216mmx279mm (Short)		
13	Ream	105	Bond Paper, 80gsm, size 216mmx330mm (Legal)		
14	Ream	10	Bond Paper, 80gsm, size 297mmx420 (A3)		
15	Pc	20	Calculator		
16	Pc	200	Clear/Transparent Folder Long		
17	Pc	20	Clipboard Folder Long w/ Cover		
18	Pc	50	Correction Tape		
19	Pc	20	Data File Organizer, Double		
20	pc	20	Dating and Stamping Machine		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
21	Pc	100	Envelope Expanding with Tie For Legal Size Docs		
22	Pc	100	Envelope, Documentary for A4 size docs		
23	Pc	100	Envelope, Documentary for Legal size docs		
24	Pc	20	File, Folder A4		
25	Pc	15	File, Folder Long		
26	Pc	15	Fluorescent Marker, Highlighter, Assorted Color		
27	Pc	50	Folder, Ordinary A4		
28	Pc	200	Folder, Ordinary Long		
29	Pc	50	Folder, Ordinary, Short		
30	Pc	10	Glue, All purpose		
31	Pc	10	Knife Cutter, Big		
32	Roll	5	Laminating Film 250 Micron		
33	Pc	5	Map Pins, Round Head, Assorted Color		
34	Pc	15	Marker, Permanent, Black		
35	Pc	15	Marker, Permanent, Blue		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
36	Pc	15	Marker, Permanent, Red		
37	Pc	15	Marker, Whiteboard, Black		
38	Pc	15	Marker, Whiteboard, Blue		
39	Pc	15	Marker, Whiteboard, Red		
40	Roll	15	Masking Tape, 1"		
41	Roll	15	Masking Tape, 2"		
42	Roll	15	Packaging Tape		
43	Box	15	Paper Clip, 50MM		
44	Box	20	Paper Clip, 33MM		
45	Box	20	Paper Fastener, Metal		
46	Pc	10	Pencil Lead, with Eraser		
47	Pc	25	Record Book, 170mmx280mm, 300 pages		
48	Pc	25	Record Book, 216mm x279mm, 500 pages		
49	Box	5	Rubber Band, 70mm min lay flat length (#18)		
50	Pc	20	Ruler, Plastic, 450mm, 1 pc in individual plastic		


ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
51	Pc	20	Scissors, Medium		
52	Pc	60	Signpen Refill, Black liquid/gel ink		
53	Pc	60	Signpen Refill, Blue liquid/gel ink		
54	Pc	20	Signpen, Black liquid/gel ink		
55	Pc	20	Signpen, Blue liquid/gel ink		
56	Pc	15	Spiral Ring Binder, 1"		
57	Pc	15	Spiral Ring Binder, 1/2"		
58	Pc	10	Stamp Pad Ink, Purple or Black		
59	Pc	10	Stamp Pad, Felt		
60	Pc	20	Stapler #35 H/D		
61	Pad	25	Sticky Notepad, Stick-on, Assrtd. Sizes		
62	Pc	20	Storage Box Assemble		
63	Roll	30	Transparent Tape 1"		
TOTAL AMOUNT OF QUOTATION					
<i>x-x-x-x- Nothing Follows-x-x-x-x-x</i>					

Quotations not accompanied by Current Mayor's/Business Permit, and Phil-GEPS Registration Number shall be automatically disqualified. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded. Quotations must be delivered to the address below **not later than 17 November 2021 at 2:00 p.m.** at the BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay.

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late quotations shall not be accepted. All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply & Delivery Of Various Office Supplies For Bicol International Airport**. The Approved Budget for the Contract (ABC) is **One Hundred Eighty Thousand Eight Hundred Pesos (Php 180,800.00)**.

No. of Days to Complete: **Three (3) days.**

Very truly yours,


EPIFANIO O. PRINIA, JR.
Chairperson, Bids and Awards Committee

MR. EPIFANIO O. PRINIA, JR.
Chairperson, Bids and Awards Committee
Civil Aviation Authority of the Philippines
Bicol International Airport
Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

Signature Over Printed Name of Dealer/Supplier

TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply & Delivery Of Various Office Supplies For Bicol International Airport** project to the above-named dealer/supplier in accordance with the existing regulations.

ALAN O. LOVERES
Canvasser