



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Shopping Method for the "**Purchase of various office supplies (Ring Binder, etc.) for CAAP Central Office**" in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-168-12**

Name of Project : **Purchase of various office supplies (Ring binder, etc.) for CAAP Central Office**

Approved Budget for: **Php359,250.00**

Specifications : See the attached Annex "B" for specifications

Location : Procurement Division, CAAP, MIA Road, Pasay City

Delivery Term : **30 calendar days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000; (**a.** Form must be in accordance with Section 25.3, 2016 IRR **b.** Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or, more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind the contract once the cumulative amount of liquidated damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

OSCAR B. DEMETILLO, JR.
CCC-Chairperson



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:

Description			
Purchase of various office supplies (Ring binder, etc.) for CAAP Central Office			
Specification	QTY.	Unit Price	Total Price
Please see attached specification at Annex "B"			
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



Republic of the Philippines
 Department of Transportation
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 PASAY City, Metro Manila 1300

CHA # 19-11-1261
 1/19/19

PURCHASE REQUEST						ANNEX G-6	
Department				PR No.	Date:		
Administrative Department				SAI No.	Date:		
Division				ALOBS No.			
Supply Division							
Item No.	QTY.	UNIT ISSUE	PARTICULARS	Stock No.	Estimated Unit Cost	Estimated Cost	
	20	pcs	1 1/2" BINDER FOLDER D-TYPE		195.00	3,900.00	
	20	pcs	1/2" BINDER FOLDER FOLDER D-TYPE		50.00	1,000.00	
	20	pc	RING BINDER FOLDER - 1" D-type w/o booster for mechanism		210.00	4,200.00	
	50	pc	RING BINDER FOLDER - 1/2" D-type w/o booster for mechanism		200.00	10,000.00	
	10	pc	RING BINDER FOLDER - 2" D-type w/o booster for mechanism		220.00	2,200.00	
	20	pc	RING BINDER FOLDER - 4" D-type w/o booster for mechanism		240.00	4,800.00	
	20	pc	RING BINDER FOLDER - 6" D-type w/o booster for mechanism		260.00	5,200.00	
	2	bundle	Ring Binder (14mm), 12pcs/bundle		200.00	400.00	
	2	bundle	Ring Binder (19mm), 12pcs/bundle		250.00	500.00	
	200	bundle	RING BINDER, PLASTIC		257.00	51,400.00	
	440	pc	THREE HOLE BINDER, 2INCHES THICK		235.00	103,400.00	
	310	pc	THREE HOLE BINDER, 3INCHES THICK		250.00	77,500.00	
	90	pc	Three Hole Binder, 4inches thick		300.00	27,000.00	
	155	pc	THREE HOLE RING BINDER 1 INCH THICK		200.00	31,000.00	
	50	pc	THREE HOLE RING BINDER 2 INCH THICK		235.00	11,750.00	
	100	pc	THREE HOLE RING BINDER 3 INCHES THICK		250.00	25,000.00	
				TOTAL ---		PHP 359,250.00	
PURPOSE:				To be use of various Office			
Requested by:		Submitted by:		Funds Available:		Approved by:	
 GIL M. MACAPAGAL Chief, Supply Division		 BGEN ERNESTO R. MILO AFP (RET) Acting, Admin and Finance Service		 CAPTAIN DONALDO A. MENDOZA OIC, Deputy Director General for Administration			