



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 (Acetate, 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. : **C19-182-12**
Name of Project : **Purchase of various office supplies (Acetate, etc.) for CAAP Central Office**
Approved Budget for: **Php907,429,00⁰⁰**
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 damages 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 (Acetate, 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

PURCHASE REQUEST						ANNEX G-6
				PR No.	Date:	
Department: Administrative Department				SAI No.	Date:	
Division: Supply Division				ALOBS No.		
Item No.	QTY.	UNIT ISSUE	PARTICULARS	Stock No.	Estimated Unit Cost	Estimated Cost
	35	box	Acetate [Transparency Film, A4, 100 pcs]		1,500.00	52,500.00
	7	box	Acetate [Transparency Film, Legal, 100 pcs]		1,900.00	13,300.00
	41	ream	A3 SIZE COPY PAPER		500.00	20,500.00
	1000	pc	BALLPEN, black		22.00	22,000.00
	1000	pc	BALLPEN, blue		22.00	22,000.00
	100	pc	BALLPEN, green		22.00	2,200.00
	100	pc	BALLPEN, red		22.00	2,200.00
	2000	pcs	CORRECTION TAPE, 1 piece in individual plastic		45.00	90,000.00
	61	pcs	CORRECTION PEN		89.00	5,429.00
	200	rolls	PAPER, THERMAL, 216MM X 30M		45.00	9,000.00
	2000	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		35.00	70,000.00
	2000	pcs	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		35.00	70,000.00
	500	pcs	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip		35.00	17,500.00
	195	pcs	Signpen [Hi-Tech Point 7, Black]		70.00	13,650.00
	195	pcs	Signpen [Hi-Tech Point 7, Blue]		70.00	13,650.00
	175	pcs	Signpen [Hi-Tech Point 7, Red]		70.00	12,250.00
	72	pad	NOTEPAD, STICK-ON, 2X2, 100 sheets per pad		125.00	9,000.00
	50	box	INDEX TAB, (Sign Here), assorted color per box		110.00	5,500.00
	25	box	INDEX CARD, (5" x 8"), ruled both side		52.00	1,300.00
	302	roll	Tracing Paper [Yard, 80gsm, 24" x 50"]		1200.00	362,400.00
	500	pc	DVD Cases [M-lock, Single, Transparent]		15.00	7,500.00
	2000	pc	DVD Rewritable		25.00	50,000.00
	500	pc	DVD Sticker Label		2.00	1,000.00
	1026	pc	DVD REWRITABLE		25.00	25,650.00
	500	pc	DVD Cases [M-lock, Single, Transparent]		15.00	7,500.00
	60	pc	CD Rewritable		10.00	600.00
	20	pc	CD/DVD (Blank Disc)		40.00	800.00
				TOTAL ---	PHP 907,429.00	
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		