



## **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 Common Office Supplies for various Services/Offices of CAAP Central Office”** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C20-005-08**

Name of Project : **Purchase of Common Office Supplies for various Services/Offices of CAAP Central Office**

Approved Budget for: **Php986, 720.00**

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			
<b>Purchase of Common Office Supplies for various Services/Offices of CAAP Central Office</b>			
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

PURCHASE REQUEST				PR No:	Date:
Division				SAI No:	Date:
Department				ALOBS No.	
Administrative Department					
Supply Division					
Item No.	QTY.	UNIT ISSUE	PARTICULARS	Estimated Unit Cost	Estimated Cost
	15	box	Acetate [Transparency Film, A4, 100 pcs]	500.00	7,500.00
	9	box	Acetate [Transparency Film, Legal, 100 pcs]	600.00	5,400.00
	50	ream	Paper [Multicopy, 80gsm, 297mm x 420mm] A3	600.00	30,000.00
	2000	pcs	BALLPEN, black	22.00	44,000.00
	2000	pcs	BALLPEN, blue	22.00	44,000.00
	100	pcs	BALLPEN, green	22.00	2,200.00
	500	pcs	BALLPEN, red	22.00	11,000.00
	1500	pcs	CORRECTION TAPE, 1 piece in individual plastic	45.00	67,500.00
	235	pcs	CORRECTION PEN	89.00	20,915.00
	5	pads	COLUMNAR PAD, 16 cols.	35.00	175.00
	5	pads	COLUMNAR PAD, 18 cols.	55.00	275.00
	123	pcs	Data Storage Box with Cover	375.00	46,125.00
	56	pcs	TAPE, DUCK TAPE, width: 48mm (±1mm)	180.00	10,080.00
	51	roll	TAPE, DOUBLE SIDED, 2"	250.00	12,750.00
	12	roll	DOUBLE SIDED TAPE WHITE 18mm x 10m	160.00	1,920.00
	28	box	ELECTRIC TYPEWRITER CORRECTOR	200.00	5,600.00
	91	box	ELECTRIC TYPEWRITER RIBBON	200.00	18,200.00
	56	pcs	ELMERS GLUE	30.00	1,680.00
	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
	250	pcs	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	35.00	8,750.00
	70	pcs	Signpen [Hi-Tech Point 7, Black]	70.00	4,900.00
	70	pcs	Signpen [Hi-Tech Point 7, Blue]	70.00	4,900.00
	11	pcs	PUNCHER, paper, heavy duty, with three hole guide	600.00	6,600.00
	72	pad	NOTEPAD, STICK-ON, 2X2, 100 sheets per pad	125.00	9,000.00
	320	pack	INDEX TAB, (Sign Here), assorted color per box	150.00	48,000.00
	10	box	INDEX CARD, (5" x 8"), ruled both side	52.00	520.00
	2000	pcs	DATA FOLDER, made of chipboard, taglia lock	69.00	138,000.00
	91	box	PLASTIC PAPER FASTENER	60.00	5,460.00
	13	pcs	GLUE GUN	200.00	2,600.00
	180	pcs	GLUE STICK	8.00	1,440.00
	44	pack	PAPER, PHOTO (A4) 10 pieces per pack	150.00	6,600.00
	99	pack	POST IT, SIGN HERE	130.00	12,870.00
	13	box	MAP PIN, ROUND HEAD, 100 pieces per box	55.00	715.00
	70	box	RUBBER BAND, small	93.00	6,510.00
	63	pcs	ILLUSTRATION BOARD, (30" x 40")	45.00	2,835.00
	33	pack	PAPER SPECIALTY, A4, 10 pieces per pack	60.00	1,980.00
	132	pack	PAPER SPECIALTY, Long, 10 pieces per pack	65.00	8,580.00
	30	pcs	TRAY, Desk 3 Layer	450.00	13,500.00
	500	reams	A4 80gsm Yellow Paper for AIS Publication	450.00	225,000.00
	80	pcs	Staple Wire Remover [Plier Type]	60.00	4,800.00
	96	box	Staple Wire [Heavy Duty, 23/13, for use with heavy duty staplers,	40.00	3,840.00
					<b>PHP 986,720.00</b>

PURPOSE: For the 1st and 2nd Quarter Common Office Supplies not available at PS-DBM for various CAAP Offices.

Requested by:	Recommend Approval:	Approved by:
<b>GIL M. MACAPAGAL</b> Chief, Supply Division	<b>BGEN ERNESTO R. MILO AFP (RET)</b> Acting, Admin and Finance Service	<b>MGEN RICARDO C BANAYAT AFP (RET)</b> Deputy Director General for Administration