

| Department | | Administrative Department | | PR No: | Date: |
|------------|------|---------------------------|--|---------------------|----------------|
| Division | | Supply Division | | SAI No: | Date: |
| Item No. | QTY. | UNIT ISSUE | PARTICULARS | Estimated Unit Cost | Estimated Cost |
| 10 | | box | Acetate [Transparency Film, A4, 100 pcs] | 500.00 | 5,000.00 |
| 119 | | ream | Folder, Tagboard, For Legal Size Documents ,100 Pieces Per Pack | 300.00 | 35,700.00 |
| 2300 | | pcs | BALLPEN, black | 22.00 | 50,600.00 |
| 2300 | | pcs | BALLPEN, blue | 22.00 | 50,600.00 |
| 100 | | pcs | BALLPEN, green | 22.00 | 2,200.00 |
| 330 | | pcs | BALLPEN, red | 22.00 | 7,260.00 |
| 1000 | | pcs | CORRECTION TAPE, 1 piece in individual plastic | 45.00 | 45,000.00 |
| 174 | | pcs | CORRECTION PEN | 89.00 | 15,486.00 |
| 150 | | pcs | Cutter Knife | 35.00 | 5,250.00 |
| 24 | | rolls | Cling Wrap, (Industrial Grade) | 550.00 | 13,200.00 |
| 21 | | pcs | Tape, Duck Tape, width: 48mm (±1mm) | 350.00 | 7,350.00 |
| 16 | | roll | Double Sided WHITE 18mm x 10m | 160.00 | 2,560.00 |
| 380 | | roll | Tape, Transparent, Width: 24Mm (±1Mm) | 35.00 | 13,300.00 |
| 89 | | pack | INDEX TAB, (Sign Here), assorted color per box | 110.00 | 9,790.00 |
| 12 | | box | INDEX CARD, (5" x 8"), ruled both side | 200.00 | 2,400.00 |
| 1500 | | pcs | Data Folder, made of chipboard, taglia lock | 200.00 | 300,000.00 |
| 233 | | box | Fastener, Vynil Coated | 60.00 | 13,980.00 |
| 480 | | box | Fastener (70Mm), 50 Sets Per Box | 57.00 | 27,360.00 |
| 30 | | box | RUBBER BAND, small | 93.00 | 2,790.00 |
| 40 | | pcs | Illustration Board, (30" x 40") | 45.00 | 1,800.00 |
| 200 | | pcs | Ruler,Plastic | 16.00 | 3,200.00 |
| 50 | | pcs | TRAY, Desk 3 Layer | 450.00 | 22,500.00 |
| 500 | | reams | A4 80gsm Yellow Paper for AIS Publication | 450.00 | 225,000.00 |
| 163 | | pcs | Staple Wire Remover [Plier Type] | 60.00 | 9,780.00 |
| 50 | | box | Staple Wire [Heavy Duty, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 60mm thk x 13mm | 30.00 | 1,500.00 |

PHP 997 156.00



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the "**Purchase of common office supplies for CAAP Head Office**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C21-009-07**
Name of Project : **Purchase of common office supplies for CAAP Head Office**
Approved Budget for: **Php873,606.00**
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.

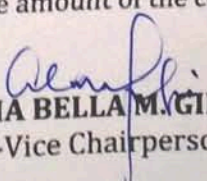
Quotations exceeding the Approved Budget for the Contract shall be rejected.

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.


ALMA BELLA M. GILO
CCC-Vice 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 common office supplies for CAAP Head Office | | | |
| Specification | QTY. | Unit Price | Total Price |
| Please see attached specifications at Annex "B" | | | |
| | | • Inclusive of Delivery | |
| | | 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