



07 February 2022
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 Various Units At 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 **15 February 2022** 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	200	Ballpen, Black		
2	Pc	100	Ballpen, Blue		
3	Pc	20	Ballpen, Green		
4	Pc	20	Battery Size C, Alkaline		
5	Pc	60	Battery Size AA, Alkaline		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Pc	80	Battery AAA, Alkaline		
7	Box	20	Binder/Backfold Clip 1"		
8	Box	5	Binder/Backfold Clip 2"		
9	Box	20	Binder/Backfold Clip 3/4"		
10	Ream	125	Bond Paper, 80gsm, size 210mmx297mm (A4)		
11	Ream	25	Bond Paper, 80gsm, size 216mmx279mm (Short)		
12	Ream	95	Bond Paper, 80gsm, size 216mmx330mm (Legal)		
13	Pc	200	Clear/Transparent Folder, Long (Heavy Weight, 14PTS)		
14	Ream	10	Clipboard Folder Long w/ Cover		
15	Pc	40	Correction Tape		
16	Pc	20	Data File Organizer, Double		
17	Pc	100	Envelope, Documentary for Legal size docs		
18	Pc	100	Expanding folder with Tie, for Legal size docs		
19	Pc	50	Expanding Folder, Ordinary		
20	pc	50	Expanding Folder, Plastic, Long		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
21	Pc	20	Fluorescent Marker, Highlighter, Assorted Color		
22	Pc	300	Folder, Ordinary Long		
23	Pc	5	Glue, All Purpose		
24	Roll	3	Laminating Film 250 Micron		
25	Box	5	Map Pins, Round Head, Assorted Color		
26	Roll	20	Masking Tape, 1"		
27	Roll	20	Masking Tape, 2"		
28	Roll	12	Packaging Tape		
29	Box	5	Paper Clip, 50MM		
30	Box	15	Paper Clip, 33MM		
31	Box	20	Paper Fastener, Metal		
32	Pc	20	Pencil Lead, with Eraser		
33	Box	5	Rubber Band, Small		
34	Box	5	Rubber Band, Big		
35	Pc	10	Ruler, Plastic 12"		
36	Pc	10	Scissors, Medium		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
37	Pc	30	Signpen, Refill, Black, Liquid Gel/Ink		
38	Pc	30	Signpen, Refill, Blue, Liquid Gel/Ink		
39	Pc	48	Signpen, Black, Liquid Gel/Ink		
40	Roll	20	Signpen, Blue, Liquid Gel/Ink		
41	Roll	10	Spiral Ring Binder, 1"		
42	Roll	10	Spiral Ring Binder, 1/2"		
43	Pc	5	Stapler #35 H/D		
44	Pc	6	White Board Eraser		
45	Pad	20	Sticky Notepad, Stick-on, Assorted. Sizes		
46	Pc	20	Storage Box Assemble		
47	Roll	30	Transparent Tape 1"		
48	Roll	24	Transparent Tape 2"		
49	Bottle	20	Alcohol Spray, 300ml		
50	Sheet	50	Clipboard/Kraft Board 3mm		
51	Box	2	White Mailing Envelope, Long		
52	Pc	10	Pencil Sharpener, H/D		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
53	Pc	10	Puncher H/D		
54	Pc	20	Photo Paper A4 Size		
55	Pad	20	Sticker Paper Non-Glossy A4 Size		
56	Pc	20	Official Record Book 300P		
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 15 February 2022 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 Various Units At Bicol International Airport.** The Approved Budget for the Contract (ABC) is **One Hundred Fifty Six Thousand Eight Hundred Ninety Five Pesos (Php 156,895.00).** 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 Various Units At Bicol International Airport** project to the above-named dealer/supplier in accordance with the existing regulations.

ALAN O. LOVERES
Canvasser