



01 April 2022  
Date

**REQUEST FOR QUOTATION**

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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**, in connection with the implementation of the **Purchase Of Various Office Supplies For 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 (BAC) **not later than 2:00 pm** on **08 April 2022** at the CAAP's physical address 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	10	"Received" Self Ink Dating Stamp		
2	Pc	300	Ballpen, Black		
3	Pc	200	Ballpen, Blue		
4	Pc	35	Ballpen, Red		
5	Pc	20	Battery Size AA, Alkaline		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Pc	20	Battery AAA, Alkaline		
7	Box	20	Binder/Backfold Clip 1"		
8	Box	10	Binder/Backfold Clip 2"		
9	Box	20	Binder/Backfold Clip 3/4"		
10	Ream	135	Bond Paper, 80gsm, size 210mmx297mm (A4)		
11	Ream	20	Bond Paper, 80gsm, size 216mmx279mm (Short)		
12	Ream	100	Bond Paper, 80gsm, size 216mmx330mm (Legal)		
13	Pc	6	Calculator, Compact, Electronic, 12 digits cap, 1 unit ir		
14	Pc	200	Clear Folder, Long (Heavy Weight, 14PTS)		
15	Pc	30	Clipboard Folder Long w/ Cover		
16	Pc	41	Correction Tape		
17	Pc	100	Envelope, Expanding, with Tie for Legal size docs		
18	Pc	100	Envelope, Documentary for Legal size docs		
19	Pc	35	Vertical Data File Box		
20	pc	10	Envelope, Documentary for Short size docs		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
21	Pc	25	Arch file, Folder A4 with Clip		
22	Pc	25	Arch File, Folder Long with Clip		
23	Pc	20	Fluorescent Marker, Highlighter, Assorted Color		
24	Pc	50	Folder, Ordinary A4		
25	Pc	300	Folder, Ordinary Long		
26	Pc	10	Knife Cutter, Big		
27	Roll	3	Laminating Film 250 Microns		
28	Pc	10	Map Pins, Round Head, Assorted Color		
29	Pc	24	Marker, Permanent, Black		
30	Pc	12	Marker, Permanent, Blue		
31	Pc	12	Marker, Permanent, Red		
32	Pc	12	Marker, Whiteboard, Black		
33	Pc	12	Marker, Whiteboard, Blue		
34	Pc	12	Marker, Whiteboard, Red		
35	Roll	12	Masking Tape, 1"		
36	Roll	12	Masking Tape, 2"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
37	Roll	12	Packaging Tape		
38	Box	10	Paper Clip, 50MM		
39	Box	20	Paper Clip, 33MM		
40	Box	5	Paper Fastener, Metal		
41	Box	5	Paper Fastener, Plastic		
42	Pc	26	Signpen, Black, Liquid Gel/Ink		
43	Pc	31	Signpen, Blue, Liquid Gel/Ink		
44	Pc	6	Stamp Pad Ink, Purple or Violet		
45	Pad	6	Stamp Pad, Felt, Violet		
46	Pc	10	Stapler #35 H/D		
47	Pack	10	Sticker Paper		
48	Pad	20	Sticky Notepad, Stick-on, Assorted. Sizes		
49	Pc	25	Storage Box Assemble (Blue)		
50	Pc	4	Table Tray, 3 Layers(Desk Tray)		
51	Pc	6	Tape dispenser, Table Top		
52	roll	40	Transparent Tape 1"		
53	Roll	12	Transparent Tape 2"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
54	Btl	20	Alcohol,70% Solution Spray Bottle, 300 ml		
55	Pc	20	Clear Book Long		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<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 **Civil Aviation Authority of the Philippines, Area Center V** at its physical address at the **BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay** not later than **2:00 p.m. on 08 April 2022.**

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. **Online submission is not allowed and late quotations shall not be accepted.**

All quotations together with the required documents should be placed in a **sealed envelope** marked **Purchase Of Various Office Supplies For Bicol International Airport.**

The Approved Budget for the Contract (ABC) is **One Hundred Fifty Eight Thousand Two Hundred Thirty Pesos (Php 158,230.00).**

No. of Days to Complete: **Seven (7) days.**

Very truly yours,

  
**EPIFANIO O. PRINA, 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

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Purchase Of Various Office Supplies For Bicol International Airport** project to the above-named dealer/supplier in accordance with the existing regulations.

**ALAN O. LOVERES**  
Canvasser