



10 June 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 **Supply And Delivery Of Various Office Supplies 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 (BAC) **not later than 2:00 pm on 17 June 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	50	Arch File, Folder Long with Clip (Blue)		
2	Pc	300	Ballpen, ballpoint, fine 0.7 Black		
3	Pc	200	Ballpen, ballpoint, fine 0.7 Blue		
4	Box	20	Binder Clip 1"		
5	Box	5	Binder Clip 2"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Box	20	Binder/Backfold Clip 3/4"		
7	Ream	135	Bond Paper, 80gsm, size 210mm x 297mm (A4)		
8	Ream	100	Bond Paper, 80gsm, size 216mm x 330mm (Legal)		
9	Pc	200	Clear Folder, Long (Heavy Weight, 14PTS)		
10	Pc	20	Clipboard Folder Long w/ Cover (Blue)		
11	Pc	41	Correction Tape 5mm x 10m		
12	Tube	10	Cutter Blade		
13	Pc	10	Cutter, Big Heavy Duty		
14	Pc	25	Data File Box, Vertical (Blue)		
15	Pc	100	Envelope, Expanding, with Tie for Legal Size Docs		
16	Pc	100	Envelope, Documentary for Legal Size Docs		
17	Pc	20	Fluorescent Marker, Highlighter, Assorted Color		
18	Pc	200	Folder, Long 16 pts. 240 mm x 365 mm (± 1mm)		
19	Roll	1	Laminating Film, Thick 1.50 mm (250 mic)		
20	Pc	10	"Received" Self Ink Dating Stamp		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
21	Pc	25	Storage Box Assemble (Blue)		
22	roll	20	Transparent Tape 1"		
23	Btl	10	Alcohol,70% Solution Spray Bottle, 300 ml		
24	Pack	10	Sticker Paper		
25	Roll	12	Masking Tape, 1"		
26	Roll	12	Masking Tape, 2"		
27	Box	10	Paper Clip, 50MM		
28	Box	20	Paper Clip, 33MM		
29	Box	5	Paper Fastener, Metal, 7 cm		
30	Pc	24	Signpen, Black, Liquid/Gel Ink		
31	Pc	24	Signpen, Blue, Liquid/Gel Ink		
32	Pad	10	Sticky Notepad, Stick-on, 3" x 3" size		
33	Pad	10	Sticky Notepad, Stick-on, 3" x 4" size		
34	Pad	10	Sticky Notepad, Tab		
35	Pair	10	Scissors, Big		
36	Roll	24	Double Sided Tape 1", Without Foam		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
37	Pack	2	PVC Cover, Transparent (300 mic) Legal		
38	Pc	30	Official Record Book, 300 pages		
39	Pc	30	Official Record Book, 500 pages		
<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 17 June 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 **Supply And Delivery Of Various Office Supplies At Bicol International Airport**.

The Approved Budget for the Contract (ABC) is **One Hundred Thirty Four Thousand Six Hundred Seventy Five Pesos (Php 134,675.00)**.

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

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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 **Supply And Delivery Of Various Office Supplies At Bicol International Airport** project to the above-named dealer/supplier in accordance with the existing regulations.

**ALAN O. LOVERES**  
Canvasser