



12 August 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**, in connection with the implementation of the **Supply And Delivery Of Office Supplies At Bicol International Airport (For September & October 2022)** 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 **19 August 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	Btl	10	Alcohol, 70% Solution Spray Bottle, 300 ml		
2	Pc	300	Ballpen, ballpoint, fine 0.7 Black		
3	Pc	300	Ballpen, ballpoint, fine 0.7 Blue		
4	pc	50	Ballpen, ballpoint, fine 0.7 Red		
5	Box	10	Binder Clip 1"		
6	Box	6	Binder Clip 2"		
7	Box	10	Binder Clip 3/4"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
8	Ream	150	Bond Paper, 80gsm, size 210mm x 297mm (A4)		
9	Ream	80	Bond Paper, 80gsm, size 216mm x 330mm (Legal)		
10	Pc	200	Clear Folder, Long (Heavy Weight, 14PTS)		
11	Pc	20	Clipboard Folder Long w/ Cover (Blue)		
12	Pc	60	Correction Tape 5mm x 10m		
13	Pc	30	Data File Box, Vertical/Upright (Blue)		
14	Pc	100	Envelope, Expanding, with Tie for Legal Size Docs		
15	Pc	100	Envelope, Documentary for Legal Size Docs		
16	Pc	40	Fluorescent Marker, Highlighter, Assorted Color		
17	Pc	300	Folder, Long 16 pts. 240 mm x 365 mm (\pm 1mm)		
18	Pack	50	Photopaper, A4		
19	Pc	50	Arch File, Folder Long with Clip, Blue		
20	Pack	50	Sticker Paper		
21	Pc	50	Storage Box Assemble , Blue		
22	Roll	30	Transparent Tape 1"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
23	Btl	10	White Glue, 130g		
24	Box	10	Disposable Paper Cups, 8oz, Plain		
25	Roll	6	Double Sided Tape 1", With Foam		
26	Roll	6	Double Sided Tape 1", Without Foam		
27	Pc	4	Glue Gun, Heavy Duty		
28	Pc	50	Glue Stick		
29	Roll	24	Masking Tape, 1"		
30	Roll	12	Masking Tape, 2"		
31	Pc	20	Official Record Book, 300 pages		
32	Pc	16	Official Record Book, 500 pages		
33	Roll	6	Packaging Tape		
34	Box	10	Paper Clip, 50MM		
35	box	20	Paper Clip, 33MM		
36	Box	6	Paper Fastener, Metal, 7 cm		
37	Pc	10	Scissors, Big		
38	Pc	48	Signpen, Black, Liquid/Gel Ink		
39	Pc	48	Signpen, Blue, Liquid/Gel Ink		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
40	Pc	24	Signpen, Green, Liquid/Gel Ink		
41	Pc	10	Staple Remover Plier Type, Heavy Duty		
42	Pad	20	Sticky Notepad, Stick-on, 3" x 3" size		
43	Pad	20	Sticky Notepad, Stick-on, 3" x 4" size		
44	Pad	20	Sticky Notepad, Tab		
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 **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 19 August 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 Office Supplies At Bicol International Airport (For September & October 2022).**

The Approved Budget for the Contract (ABC) is **One Hundred Fifty Four Thousand Eight Hundred Sixty Pesos (Php 154,860.00).**

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.

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 And Delivery Of Office Supplies At Bicol International Airport (For September & October 2022)** project to the above-named dealer/supplier in accordance with the existing regulations.


ARLAN O. LONTENES

Canvasser