

08 November 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 Various Office Supplies At Bicol International Airport (For November & December 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 15 November 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 | 20 | Alcohol, 70% Solution Spray Bottle, 300 ml | | |
| 2 | Pc | 200 | Ballpen, ballpoint, fine 0.7 Black | | |
| 3 | Pc | 200 | Ballpen, ballpoint, fine 0.7 Blue | | |
| 4 | pc | 50 | Ballpen, ballpoint, fine 0.7 Red | | |
| 5 | Box | 6 | Binder Clip 1" | | |
| 6 | Box | 3 | Binder Clip 2" | | |
| 7 | Box | 6 | Binder Clip 3/4" | | |

| ITEM NO. | UNIT | QTY. | DESCRIPTION (Location : BIA, Daraga, Albay) | UNIT PRICE | TOTAL |
|---------------------|------|------|---|------------|-------|
| <i>Continuation</i> | | | | | |
| 8 | Ream | 100 | Bond Paper, 80gsm, size 210mm x 297mm (A4) | | |
| 9 | Ream | 50 | Bond Paper, 80gsm, size 216mm x 330mm (Legal) | | |
| 10 | Pc | 100 | Clear Folder, Long (Heavy Weight, 14PTS) | | |
| 11 | Pc | 60 | Correction Tape 5mm x 10m | | |
| 12 | Box | 10 | Disposable Paper Cups, 8oz. (Plain), 100/box | | |
| 13 | Pc | 50 | Envelope, Expanding, with Tie for Legal Size Doc | | |
| 14 | Pc | 100 | Envelope, Documentary, Brown for Legal Size Doc | | |
| 15 | Pc | 40 | Fluorescent Marker, Highlighter, Assorted Color | | |
| 16 | Pc | 300 | Folder, Long 16 pts. 240 mm x 365 mm (\pm 1mm) | | |
| 17 | Roll | 12 | Masking Tape, 1" | | |
| 18 | Roll | 6 | Masking Tape, 2" | | |
| 19 | Roll | 6 | Packaging Tape | | |
| 20 | Pack | 10 | Sticker Paper A4 Size | | |
| 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> | | | | | |
| 1 | Roll | 6 | Transparent Tape 2" | | |
| 24 | Box | 10 | Paper Clip, 50MM | | |
| 25 | Box | 20 | Paper Clip, 33MM | | |
| 26 | Box | 6 | Paper Fastener, Metal, 7 cm | | |
| 27 | Pc | 6 | Puncher (2 Holes), Heavy Duty | | |
| 28 | Pc | 48 | Signpen, Refill, Blue, Liquid/Gel Ink | | |
| 29 | Pc | 48 | Signpen, Refill, Black, Liquid/Gel Ink | | |
| 30 | Pc | 48 | Signpen, Black, Liquid/Gel Ink | | |
| 31 | Pc | 48 | Signpen, Blue, Liquid/Gel Ink | | |
| 32 | Pad | 6 | Stamp Pad Felt, Black | | |
| 33 | Pad | 10 | Stamp Pad Felt, Violet | | |
| 34 | Pc | 10 | Stapler, Heavy Duty | | |
| 35 | Pad | 10 | Sticky Notepad, Stick-on, 3" x 3" size | | |
| 36 | Pad | 10 | Sticky Notepad, Stick-on, 3" x 4" size | | |
| 37 | Pad | 10 | Sticky Notepad, Tab | | |
| 38 | Pc | 12 | Permanent Marker, Black | | |
| 39 | Pc | 12 | Permanent Marker, Blue | | |

| ITEM NO. | UNIT | QTY. | DESCRIPTION (Location : BIA, Daraga, Albay) | UNIT PRICE | TOTAL |
|---|------|------|--|------------|-------|
| <i>Continuation</i> | | | | | |
| 40 | box | 4 | Rubber Band, Small | | |
| 41 | Pc | 6 | Spiral Binder 1" | | |
| 42 | Pc | 6 | Spiral Binder 1/2" | | |
| 43 | Pc | 6 | Spiral Binder 3/4" | | |
| 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 15 November 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 (For November & December 2022).**

The Approved Budget for the Contract (ABC) is **One Hundred Six Thousand Five Hundred Eighty Pesos (Php 106,580.00).**

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 Various Office Supplies At Bicol International Airport (For November & December 2022)** project to the above-named dealer/supplier in accordance with the existing regulations.


Alan O. Lintana

Canvasser