



**REQUEST FOR QUOTATION**

Date: January 19, 2023  
RFQ No.: 23-01-03

Company/Business Name:<sup>1</sup> \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (required): \_\_\_\_\_

The Civil Aviation Authority of the Philippines – Puerto Princesa International Airport, through its Area Center IV Bids and Awards Committee (Area Center IV - BAC), intends to procure **Supply and Delivery of Office Supplies for Two Months (February – March 2023)** at PPIA through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein addressed to:

<sup>(Sgt)</sup>  
**ROWLAND G. ALARCON**  
Chairperson, Bids and Awards Committee  
National Highway, Brgy. San Miguel, Puerto Princesa City, 5300, Palawan  
Telephone No.: (048) -433-4965  
Email: [area4\\_bac@caap.gov.ph](mailto:area4_bac@caap.gov.ph)

Please do not leave any blank items. Indicate “0” if item being offered is for free.

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative in **sealed envelope** included herein, **not later than** JAN 23 2023 **at 1:00 pm.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

1. Copy of 2022 Mayor's or Business Permit
2. Copy of 2022 Tax Clearance
3. PhilGEPS Certificate (Platinum Membership)
4. SPA for Sole Proprietorship/ Secretary's Certificate for Corporation & Cooperative)
5. Brochure (if required)
6. Notarized Omnibus Sworn Statement (for ABC's above PhP50,000.00)  
(In the prescribed template. Downloadable at: <https://www.gppb.gov.ph/downloadables.php>)
7. Annual Income Tax Return / Business Tax (for ABC's above PhP500,000.00)

For any clarification, you may contact us at telephone no. or email address provided.

**Jelyn B. Gabuco**  
Head, Bids and Awards Committee  
Secretariat

**Rodney Alvin R. Magnaye**  
Assistant, Bids and Awards Committee  
Secretariat

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

## INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) **All mandatory technical specifications indicated herein must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 4) Quotations may be submitted through electronic mail at **area4\_bac@caap.gov.ph**.
- 5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 6) The supplier/bidder is encouraged to perform a **Document Request List (DRL)** at PhilGEPS website.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **five (5) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the **lowest quotation per item** which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered at **Puerto Princesa International Airport** according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on **the scheduled date and time** of the **CAAP PPIA Inspection and Acceptance Committee**. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement/ Delivery Receipt/Sales Invoice, by the supplier, contractor, or consultant. Check payment thru Landbank of the Philippines.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP-PPIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Supply and Delivery of Office Supplies for Two Months (February – March 2023) at PPIA</b>				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		UNIT PRICE (in PhP)	REMARKS
	YES	NO		
Paper, A3 size (297 X 420 m, 500 sheets/ream), <b>1 Ream</b>				
Paper, Multi-purpose, A4 size (70 GSM), <b>110 Reams</b>				
Paper, Multi-purpose, size: Short (8 1/2" x 11") subs. 20, <b>5 Reams</b>				
Ballpen, Ordinary, Blue, <b>70 Pcs</b>				
Ballpen, Ordinary, Black, <b>70 Pcs</b>				
Battery, AAA, <b>40 Pcs</b>				
Battery, AA, <b>120 Pcs</b>				
Clip Board with cover, Legal size (8 1/2" x13"), <b>12 Pcs</b>				
Calculator, compact, electronic, 12 digits cap., <b>2 Units</b>				
Computer Ink 664 Cyan, <b>5 Pcs</b>				
Computer Ink 664 Magenta, <b>5 Pcs</b>				
Computer Ink 664 Yellow, <b>5 Pcs</b>				
Computer Ink 664 Black, <b>10 Pcs</b>				
Computer Ink 003, Cyan, <b>2 Pcs</b>				
Computer Ink 003, Yellow, <b>2 Pcs</b>				
Computer Ink 003, Magenta, <b>2 Pcs</b>				
Computer Ink 003, Black, <b>2 Pcs</b>				
Correction Tape, disposable, length: 6m, <b>65 Pcs</b>				
Dot matrix Ribbon, refill (for LQ-310 printer), <b>10 Pcs</b>				
Paper Clip, vinyl/plastic coat, length: 48mm, <b>40 Boxes</b>				
Record Book, 200-300pages, <b>25 Pcs</b>				
Record Book, 500pages, <b>5 Pcs</b>				
Scissor, symmetrical, blade length:65mm, <b>2 Pairs</b>				
Tape, Packaging, width: 48mm, <b>36 Pcs</b>				
<b>Warranty Period:</b>				
<b>Delivery Period: 5 calendar days</b>				

<b>Supply and Delivery of Office Supplies for Two Months (February – March 2023) at PPIA</b>	
Approved Budget for the Contract	Total Offered Quotation
<p><b><u>Eighty-Three Thousand Two Hundred Fifteen Pesos and 00/100 Only (Php83,215.00)</u></b></p>	<p><b>In Words:</b></p> <p>-----</p> <p>-----</p> <p>-----</p> <p><b>In Figures:</b></p> <p>-----</p> <p>-----</p>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

Name of the Procuring Entity  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

Project Reference Number  
 Name of the Project  
 Location of the Project

Standard Form Number: SF-GOOD-59  
 Revised on: May 24, 2004

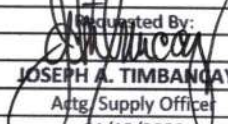
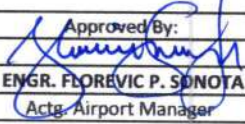
**PURCHASE REQUEST**

**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
 Agency / Procuring Entity

Department Puerto Princesa Airport PR 23-01-002 Date: 01/13/2023  
 Section Admin. SAI No. 23-01-002 01/12/2023

Qty NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
<b>Supply and Delivery of Office Supplies For Two Months (February-March 2023) at PPIA</b>					
1	ream	Paper, A3 size (297 X 420 m, 500 sheets/ream)	1	750.00	750.00
2	ream	Paper, Multi-purpose, A4 size (70 GSM)	110	310.00	34,100.00
3	ream	Paper, Multi-purpose, size: Short (8 1/2" x 11") subs. 20	5	300.00	1,500.00
4	pc	Ballpen, Ordinary, Blue	70	20.00	1,400.00
5	pc	Ballpen, Ordinary, Black	70	20.00	1,400.00
6	pc	Battery, AAA	40	45.00	1,800.00
7	pc	Battery, AA	120	60.00	7,200.00
8	pc	Clip Board with cover, Legal size (8 1/2" x 13")	12	120.00	1,440.00
9	unit	Calculator, compact, electronic, 12 digit cap.	2	870.00	1,740.00
10	pc	Computer Ink 664 Cyan	5	520.00	2,600.00
11	pc	Computer Ink 664 Magenta	5	520.00	2,600.00
12	pc	Computer Ink 664 Yellow	5	520.00	2,600.00
13	pc	Computer Ink 664 Black	10	520.00	5,200.00
14	pc	Computer Ink 003, Cyan	2	620.00	1,240.00
15	pc	Computer Ink 003, Yellow	2	620.00	1,240.00
16	pc	Computer Ink 003, Magenta	2	620.00	1,240.00
17	pc	Computer Ink 003, Black	2	620.00	1,240.00
18	pc	Correction Tape, disposable, length: 6m	65	65.00	4,225.00
19	pc	Dot matrix Ribbon, refill (for LQ-310 printer)	10	50.00	500.00
20	box	Paper Clip, vinyl/plastic coat, length: 48mm	40	55.00	2,200.00
21	pc	Record Book, 200-300pages	25	140.00	3,500.00
22	pc	Record Book, 500pages	5	220.00	1,100.00
23	pair	Scissor, symmetrical, blade length: 65mm	2	120.00	240.00
24	pc	Tape, Packaging, width: 48mm	36	60.00	2,160.00
					<b>83,215.00</b>

Purpose /Remarks: Office supplies for PPIA for two months. (February-March 2023)

Requested By:	Approved By:
	
Signature	Signature
Printed Name	Printed Name
JOSEPH A. TIMBANGAYA	ENGR. FLOREVIC P. SONOTA
Designation	Designation
Actg. Supply Officer	Actg. Airport Manager
Date	Date
01/13/2022	Puerto Princesa International Airport