



REQUEST FOR QUOTATION

Date: March 13, 2023

RFQ No.: 23-03-030

*Company/Business Name:*¹ _____

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 Second Quarter 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:

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

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 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*

¹ 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:

Supply and Delivery of Office Supplies for Second Quarter at PPIA				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		UNIT PRICE (in PhP)	REMARKS
	YES	NO		
Office Supplies				
Paper, Multi-purpose, A4 Size, 120 reams				
Paper, Multi-purpose, A3 Size, 1 ream				
Paper, Multi-purpose, Letter Size, 5 reams				
Ballpen, Black, 60 pcs.				
Ballpen, Blue, 60 pcs.				
Clip Back fold, All Metal, Clamping, 32mm, 12 boxes				
Clip Board with Cover, Legal Size, 10 pcs.				
Printer Ink, 664, Cyan, 6 pcs.				
Printer Ink, 664, Magenta, 6 pcs.				
Printer Ink, 664, Yellow, 6 pcs.				
Printer Ink, 664, Black, 10 pcs.				
Printer Ink, 003, Black, 40 pcs.				
Printer Ink, 003, Cyan, 12 pcs.				
Printer Ink, 003, Yellow, 12 pcs.				
Printer Ink, 003, Magenta, 12 pcs.				
Printer Ink, 001, (Black, Cyan, Magenta, Yellow), 1 set				
Paper, 9.5 x 13", 2 Ply Continuous/Carbonless, 1 box				
Correction Tape, Disposable, Length: 6m, 50 pcs.				
Data File Box, Made of Chipboard, with Closed End, 40 pcs.				
Date File Box, Made of Clipboard, Taglia Lock, 60 pcs.				
Envelope, Expanding, Kraft board, for Legal Size Document, 1 box				
Envelope, White Mailing, 200 pcs.				
Fastener, Metal, 70mm Between Prongs, 10 Boxes				
Folder, (Long, 100/pack) White, 3 packs				
Laminating Pouch (80mm x 110mm), 10 Boxes				
Paper, Oslo, Legal Size, 2 reams				
Marker, Permanent, Bullet Type, Black, 12 pcs.				
Marker, Whiteboard Marker, Bullet Type, Blue, 24 pcs.				
Pen, Sign Black, 0.5mm needle tip, 60 pcs.				
Pen, Sign Blue, 0.5mm needle tip, 60 pcs.				
Pencil, lead with eraser, wood cased, #2, 36 pcs.				
Ruler, Plastic, 12 inches, 5 pcs.				
Scissor, symmetrical, blade length: 65mm min., 5 pcs.				
Stapler, Standard Type, #35, 3 pcs.				
Staple Wire, Standard #35, 36 boxes				
Tape, Double Sided 1", 24 rolls				
Tape, Scotch Tape 2", 12 rolls				
Semi-Expendable – Office Equipment				
Mouse, Optical, USB Connection Type, 2 pcs.				
Electrical Supplies and Materials				
Tape, Electrical, Black, 36 pcs.				
Other Supplies and Materials				
Battery, Dry cell, AA, 1.5 Volts, Alkaline, 100 pcs.				
Warranty Period:				
Delivery Period: 5 calendar days				

Supply and Delivery of Office Supplies for Second Quarter at PPIA

Approved Budget for the Contract	Total Offered Quotation
<p><u>One Hundred Eighty-Four Thousand Three Hundred Fifty-Five Pesos and 00/100 Only (Php184, 355.00)</u></p>	<p>In Words:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>In Figures:</p> <p>-----</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



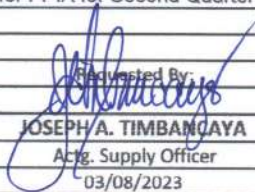
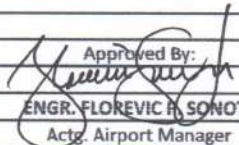
PURCHASE REQUEST

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 Agency / Procuring Entity

Department Puerto Princesa Airport PR 23-03-041 Date: 03/08/2023
 Section Admin. SAI No. 23-03-041 03/07/2023

Qty NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
Supply and Delivery of Office Supplies For Second Quarter at PPIA					
Office Supplies					
1	ream	Paper, Multi-purpose, A4 Size	120	310.00	37,200.00
2	ream	Paper, Multi-purpose, A3 Size	1	740.00	740.00
3	ream	Paper, Multi-purpose, Letter Size	5	300.00	1,500.00
4	pc	Ballpen, Black	60	20.00	1,200.00
5	pc	Ballpen, Blue	60	20.00	1,200.00
6	box	Clip Backfold, All Metal, Clamping, 32mm	12	60.00	720.00
7	pc	Clip Board with Cover, Legal Size	10	120.00	1,200.00
8	pc	Printer Ink, 664, Cyan	6	520.00	3,120.00
9	pc	Printer Ink, 664, Magenta	6	520.00	3,120.00
10	pc	Printer Ink 664, Yellow	6	520.00	3,120.00
11	pc	Printer Ink, 664, Black	10	520.00	5,200.00
12	pc	Printer Ink, 003, Black	40	650.00	26,000.00
13	pc	Printer Ink, 003, Cyan	12	650.00	7,800.00
14	pc	Printer Ink, 003, Yellow	12	650.00	7,800.00
15	pc	Printer Ink, 003, Magenta	12	650.00	7,800.00
16	set	Printer Ink, 001 (Black, Cyan, Magenta, Yellow)	1	2,400.00	2,400.00
17	box	Paper, 9.5 x 13", 2 Ply Continuous/Carbonless	1	2,100.00	2,100.00
18	pc	Correction Tape, Disposable, Length:6m	50	65.00	3,250.00
19	pc	Data File Box, Made of Chipboard, with Closed End	40	180.00	7,200.00
20	pc	Data File Box, Made of Chipboard, Taglia Lock	60	280.00	16,800.00
21	box	Envelope, Expanding, Kraftboard, for Legal Size Document	1	1,900.00	1,900.00
22	pc	Envelope, White Mailing	200	3.00	600.00
23	box	Fastener, Metal, 70mm Between Prongs	10	65.00	650.00
24	pck	Folder, (Long, 100/pck) White	3	990.00	2,970.00
25	box	Laminating Pouch(80mmx110mm)	10	500.00	5,000.00
26	ream	Paper, Oslo, Legal Size	2	280.00	560.00
27	pc	Marker, Permanent, bullet type, Black	12	60.00	720.00
28	pc	Marker, Whiteboard Marker, bullet type, Blue	24	60.00	1,440.00
29	pc	Pen, Sign Black, 0.5mm needle tip	60	120.00	7,200.00
30	pc	Pen, Sign Blue, 0.5mm needle tip	60	120.00	7,200.00
31	pc	Pencil, lead with eraser, wood cased, #2	36	20.00	720.00
32	pc	Ruler, Plastic, 12 inches	5	25.00	125.00
33	pc	Scissor, symmetrical, blade length: 65 mm min.	5	120.00	600.00
34	pc	Stapler, Standard Type, #35	3	420.00	1,260.00
35	box	Staple Wire, Standard #35	36	80.00	2,880.00
36	roll	Tape, Double Sided 1"	24	35.00	840.00
37	roll	Tape, Scotch Tape 2"	12	65.00	780.00
		Total			174,915.00
Semi-Expendable - Office Equipment					
38	pc	Mouse, Optical, USB Connection Type	2	300.00	600.00
Total					
Electrical Supplies and Materials					
39	pc	Tape, Electrical, Black	36	65.00	2,340.00
Total					
Other Supplies and Materials					
40	pc	Battery, Drycell, AA, 1.5 Volts, Alkaline	100	65.00	6,500.00
Total					
GRAND TOTAL					184,355.00

Purpose /Remarks: Office supplies for PPIA for Second Quarter 2023

Signature		Approved By:	
Printed Name	JOSEPH A. TIMBANCAYA		ENGR. FLOREVIC R. SONOTA
Designation	Actg. Supply Officer		Actg. Airport Manager
Date	03/08/2023		Puerto Princesa International Airport