



**REQUEST FOR QUOTATION**

**Date:** July 10, 2023

**RFQ No.:** 23-07-136

*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 Three Months 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:

(*Ad.*)  
**ADAMOR J. PAET**

*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** JUL 14 2023 **at 3:00 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 2023 Mayor's or Business Permit
2. Copy of 2023 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 **three (3) 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 Princessa 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 Three Months at PPLA</b>				
<b>TECHNICAL SPECIFICATIONS / SCOPE OF WORK</b>	<b>Compliance (w/ the specs)</b>		<b>UNIT PRICE (in PhP)</b>	<b>REMARKS</b>
	<b>YES</b>	<b>NO</b>		
<b>Office Supplies</b>				
Paper, Multi-purpose, A4 Size, 140 reams				
Paper, Multi-purpose, Legal Size, 120 reams				
Paper, Multi-purpose, Letter Size, 5 reams				
Ballpen, Black, 80pcs.				
Ballpen, Blue, 80pcs.				
Clip Backfold, All Metal, Clamping, 32mm, 24 boxes				
Clip Backfold, All Metal, Clamping, 2", 20 boxes				
Clip Board with cover, Legal Size, 12pcs.				
Printer Ink, 664, Cyan, 8pcs.				
Printer Ink, 664, Magenta, 8pcs.				
Printer Ink, 664, Yellow, 8pcs.				
Printer Ink, 664, Black, 8pcs.				
Printer Ink, 673, Magenta, 3pcs.				
Printer Ink, 673, Light Magenta, 3pcs.				
Printer Ink, 673, Yellow, 3pcs.				
Printer Ink, 673, Cyan, 3pcs.				
Printer Ink, 673, Black, 6pcs.				
Printer Ink, 003, Black, 15pcs.				
Printer Ink, 003, Cyan, 10pcs.				
Printer Ink, 003, Yellow, 10pcs.				
Printer Ink, 003, Magenta, 10pcs.				
Printer Ink, 001, Black, 1 set				
Correction Tape, Disposable, Length:6m, 60pcs.				
Cutter, 2pcs.				
Data File Box, Made of Chipboard, with Closed End, 40pcs.				
Data File Box, Made of Chipboard, Taglia Lock, 80pcs.				
Envelope, Expanding, Kraftboard, for Legal Size Document, 1 box				
Envelope, White Mailing, 100pcs.				
Envelope, Window Type, 100pcs.				
Folder, (Long, 100/pack) White, 4 packs				
Folder, Expanding, (100pcs/box) Color: Green, 1 box				
Photo Paper, Matte A4 Size, 10 packs				
Puncher, Heavy Duty, with two-hole guide, 2 pcs.				
Push Pin, 10 packs				
Record Book, 200-300 pages, 50pcs.				
Record Book, 500 pages, 5pcs.				
Ruler, Plastic, 12 inches, ordinary, 5pcs.				
Scissor, symmetrical, blade length: 65 mm min., 5pcs.				
Note Pad, Stick on, 76mm x 76mm (3 x 3 min), 60 pcs.				
Tape, Transparent, width: 24mm, 24 rolls				
Tape, Transparent, width: 48mm, 24 rolls				
Vellum Board, Legal Size, (10 sheets/pack), 10 packs				
<b>Semi-Expandable – Office Equipment</b>				
Mouse, Optical, USB Connection Type, 2pcs.				
<b>Electrical Supplies and Materials</b>				
Tape, Electrical, Black, 30pcs.				
<b>Other Supplies and Materials</b>				

Battery, Drycell, AA, 1.5 Volts, Alkaline, <b>120pcs.</b>				
Battery, Drycell, AAA, 1.5 Volts, Alkaline, <b>30pcs.</b>				
<b>Warranty Period:</b>				
<b>Delivery Period: 3 calendar days</b>				

<b>Supply and Delivery of Office Supplies for Three Months at PPIA</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<p><b><u>Two Hundred Twenty-Four Thousand One Hundred Seventy-Five Pesos and 00/100 Only (Php224,175.00)</u></b></p>	<p><b>In Words:</b></p> <p>-----</p> <p>-----</p> <p>-----</p> <p><b>In Figures:</b></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

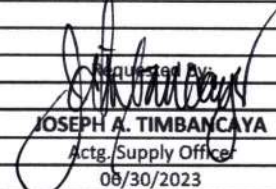
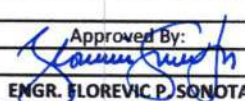
**PURCHASE REQUEST**

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

Department Puerto Princesa Airport PR 23-06-099 Date: 06/30/2023  
 Section Admin. SAI No. 23-06-099 06/29/2023

Qty NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
<b>Supply and Delivery of Office Supplies For Three Months at PPIA</b>					
<b>Office Supplies</b>					
1	ream	Paper, Multi-purpose, A4 Size	140	320.00	44,800.00
2	ream	Paper, Multi-purpose, Legal Size	120	330.00	39,600.00
3	ream	Paper, Multi-purpose, Letter Size	5	300.00	1,500.00
4	pc	Ballpen, Black	80	22.00	1,760.00
5	pc	Ballpen, Blue	80	22.00	1,760.00
6	box	Clip Backfold, All Metal, Clamping, 32mm	24	50.00	1,200.00
7	box	Clip Backfold, All Metal, Clamping, 2"	20	70.00	1,400.00
8	pc	Clip Board with Cover, Legal Size	12	125.00	1,500.00
9	pc	Printer Ink, 664, Cyan	8	530.00	4,240.00
10	pc	Printer Ink, 664, Magenta	8	530.00	4,240.00
11	pc	Printer Ink 664, Yellow	8	530.00	4,240.00
12	pc	Printer Ink, 664, Black	8	530.00	4,240.00
13	pc	Printer Ink, 673, Magenta	3	650.00	1,950.00
14	pc	Printer Ink, 673, Light Magenta	3	650.00	1,950.00
15	pc	Printer Ink, 673, Yellow	3	650.00	1,950.00
16	pc	Printer Ink, 673, Cyan	3	650.00	1,950.00
17	pc	Printer Ink, 673, Black	6	650.00	3,900.00
18	pc	Printer Ink, 003, Black	15	670.00	10,050.00
19	pc	Printer Ink, 003, Cyan	10	670.00	6,700.00
20	pc	Printer Ink, 003, Yellow	10	670.00	6,700.00
21	pc	Printer Ink, 003, Magenta	10	670.00	6,700.00
22	set	Printer Ink, 001, Black	1	600.00	600.00
23	pc	Correction Tape, Disposable, Length:6m	60	65.00	3,900.00
24	pc	Cutter	2	140.00	280.00
25	pc	Data File Box, Made of Chipboard, with Closed End	40	180.00	7,200.00
26	pc	Data File Box, Made of Chipboard, Taglia Lock	80	280.00	22,400.00
27	box	Envelope, Expanding, Kraftboard, for Legal Size Document	1	1,900.00	1,900.00
28	pc	Envelope, White Mailing	100	3.00	300.00
29	pc	Envelope, Window Type	100	3.00	300.00
30	pck	Folder, (Long, 100/pck) White	4	950.00	3,800.00
31	box	Folder, Expanding (100pcs/box) Color:Green	1	980.00	980.00
32	pck	Photo Paper, Matte A4 size	10	130.00	1,300.00
33	pc	Puncher, Heavy Duty, with two hole guide	2	330.00	660.00
34	pck	Push Pin	10	65.00	650.00
35	pc	Record Book, 200-300 pages	50	140.00	7,000.00
36	pc	Record Book, 500 pages	5	220.00	1,100.00
37	pc	Ruler, Plastic, 12 inches, ordinary	5	30.00	150.00
38	pc	Scissor, symmetrical, blade length: 65 mm min.	5	125.00	625.00
39	pc	Note Pad, Stick on, 76mm x 76mm (3 x 3 min)	60	70.00	4,200.00
40	roll	Tape, Transparent, width: 24mm	24	65.00	1,560.00
41	roll	Tape, Transparent, width: 48mm	24	85.00	2,040.00
42	pck	Vellum Board, Legal Size, (10 sheets/pck)	10	75.00	750.00
		Total			<b>214,025.00</b>
<b>Semi-Expendable - Office Equipment</b>					
43	pc	Mouse, Optical, USB Connection Type	2	425.00	<b>850.00</b>
<b>Electrical Supplies and Materials</b>					
44	pc	Tape, Electrical, Black	30	70.00	<b>2,100.00</b>
<b>Other Supplies and Materials</b>					
45	pc	Battery, Drycell, AA, 1.5 Volts, Alkaline	120	45.00	5,400.00
46	pc	Battery, Drycell, AAA, 1.5 Volts, Alkaline	30	60.00	1,800.00
		Total			<b>7,200.00</b>
		<b>GRAND TOTAL</b>			<b>224,175.00</b>

Purpose /Remarks: Office supplies for PPIA for the month of July-September 2023 at PPIA.

Requested By:	Approved By:
	
JOSEPH A. TIMBANAYA Actg. Supply Officer	ENGR. FLOREVIC P. SONOTA Actg. Airport Manager
Date: 06/30/2023	Puerto Princesa International Airport