



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION  
NO.: RFQ-2022-017

Date: **April 21, 2022**

Name of the Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and submit your Quotation duly signed by you or your duly authorized representative not later than **April 27, 2022 at 9:00AM** for:

Name of the Project : **SUPPLY AND DELIVERY OF OFFICE AND COMPUTER SUPPLIES FOR THE 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER OF FY-2022 FOR CAAP AREA CENTER I**  
Location : **Laoag International Airport**  
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Hazelle May C. Andres, Head, Secretariat of the Bids and Awards Committee of Laoag International Airport (BAC-LIA) or e-mail at [areacenter1\\_bac@caap.gov.ph](mailto:areacenter1_bac@caap.gov.ph). For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

- The following documents must be attached upon submission of the Quotation:
  - Mayor's Permit
  - PhilGEPS Certificate of Registration
- All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- Payment shall be made through check.

**Atty. RIZZA JOY S. VALLESTERO**  
Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

ITEM DESCRIPTION  (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. Arc Lever File A4, Vertical, Black	₱1,040.00	8	Piece					
2. Arc Lever File Long, Vertical, Black	₱1,120.00	8	Piece					
3. Arc Lever File, 1” Thick, A4	₱1,200.00	8	Piece					
4. Arc Lever File, 2” Thick, A4	₱1,320.00	8	Piece					
5. Arc Lever File, Long, 1”	₱1,280.00	8	Piece					



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

6. Arc Lever File, Long, 2"	P1,360.00	8	Piece					
7. Arc Lever File, Long, 3"	P1,440.00	8	Piece					
8. Arc Lever File, Long, 4"	P1,520.00	8	Piece					
9. Ballpen (Branded, Black)	P798.00	42	Piece					
10. Ballpen (Branded, Blue)	P532.00	28	Piece					
11. Ballpen (Branded, Red)	P1,990.00	10	Piece					
12. Ballpen (Ordinary, Black)	P900.00	90	Piece					
13. Ballpen (Ordinary, Blue)	P900.00	90	Piece					
14. Battery "AA", Branded	P1,152.00	36	Piece					
15. Battery "AAA", Branded	P988.00	26	Piece					
16. Board Paper, Multi-Purpose, 8.5 x 11 (200gsm)	P288.00	8	Pack					
17. Book Paper, A4, subs. 24, 80gsm	P20,250.00	90	Ream					
18. Book Paper, Long, subs. 20	P2,450.00	10	Ream					
19. Book Paper, Long, subs. 24	P16,450.00	70	Ream					
20. Book Paper, Short, subs. 20	P1,935.00	9	Ream					
21. Book Paper, Short, subs. 24	P3,600.00	18	Ream					
22. Carbon Film, A4 size, 100 Sheets per Box	P1,590.00	2	Box					
23. Cash Book	P4,500.00	5	Piece					
24. Clearbook, Legal	P690.00	10	Piece					
25. Clip, Binder (3/4")	P180.00	12	Box					
26. Columnar Sheet, (12 cols)	P65.00	1	Pad					
27. Columnar Sheet, (16 cols)	P1,040.00	13	Pad					
28. Correction Tape, 10m	P800.00	20	Piece					
29. Cutter (Big)	P2,880.00	16	Piece					
30. Data File Box	P500.00	5	Piece					
31. Diamond Gel Pen	P540.00	6	Piece					
32. Documents File Folder	P560.00	7	Piece					
33. Double Sided Tape, 1", Heavy Duty	P448.00	14	Roll					
34. Duct Tape, 2"	P1,680.00	21	Roll					





**Republic of the Philippines**  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

35. Envelope, Brown, Long	₱252.00	36	Piece					
36. Envelope, Brown, Medium	₱99.00	18	Piece					
37. Envelope, Business/Mailing, White	₱870.00	3	Box					
38. Envelope, Expandable, Blue, Short	₱180.00	12	Piece					
39. Envelope, Expandable, Brown, Long	₱360.00	18	Piece					
40. Envelope, Expandable, Green, Long	₱360.00	18	Piece					
41. Envelope, Plastic, Long	₱350.00	10	Piece					
42. File Document Storage (Box) 40x26x32cm	₱1,100.00	5	Piece					
43. Fillers for Arc Lever Files	₱300.00	5	Piece					
44. Flight Strips	₱700.00	1,400	Piece					
45. Folder, Expandable, Long	₱720.00	36	Piece					
46. Folder, Long, at least 14 pts. Thickness (Brown outside, White outside)	₱1,400.00	70	Piece					
47. Folder, Short	₱400.00	40	Piece					
48. In-Out Tray, 3-Layered	₱960.00	2	Piece					
49. Journal, General	₱470.00	10	Piece					
50. Journal, Purchases (VAT)	₱825.00	15	Piece					
51. Journal, Sales (VAT)	₱550.00	10	Piece					
52. Laminating Film, 95 x 135mm, 250mc	₱490.00	2	Box					
53. Laminating Film, A4 Size	₱1,180.00	2	Box					
54. Marker, Fluorescent, Assorted Colors	₱720.00	18	Piece					
55. Marker, Permanent, Assorted Colors	₱440.00	11	Piece					
56. Marker, White Board, Assorted Colors	₱420.00	7	Piece					
57. Moistener	₱360.00	9	Piece					
58. Paper Clamp, Big	₱1,530.00	18	Piece					
59. Paper Clamp, Medium	₱583.00	11	Piece					
60. Paper Clamp, Small	₱336.00	7	Piece					
61. Paper Clip, Jumbo	₱742.00	14	Box					
62. Paper Clip, Small	₱243.00	9	Box					
63. Paper Fastener, Metal	₱672.00	14	Box					



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

64. Paper Fastener, Plastic Coated	₱324.00	12	Box					
65. Paper Puncher	₱1,000.00	5	Unit					
66. Pencil, #2	₱630.00	6	Dozen					
67. Philippine Flag 3x6	₱4,770.00	18	Piece					
68. Photo Paper	₱630.00	6	Pack					
69. Post-It Notes with Lines, 3x5	₱1,000.00	10	Pad					
70. Post-It Notes with Lines, 6x5	₱1,700.00	10	Pad					
71. Puncher 3-in-1	₱1,000.00	1	Piece					
72. Push Pins	₱245.00	7	Box					
73. Record Book (150 pages)	₱250.00	5	Piece					
74. Record Book (300 pages)	₱560.00	7	Piece					
75. Record Book (500 pages)	₱525.00	5	Piece					
76. Ring Binder 1"	₱315.00	9	Piece					
77. Ring Binder 2"	₱350.00	7	Piece					
78. Ring Binder ¾"	₱154.00	7	Piece					
79. Ring Binder 3-Hole, Long	₱1,250.00	5	Piece					
80. Ruler, Stainless, 12"	₱800.00	8	Piece					
81. Scissors 8", Heavy Duty	₱900.00	10	Pair					
82. Sign Pen, Black, 0.5	₱385.00	11	Piece					
83. Sign Pen, Black, 0.7	₱2,800.00	35	Piece					
84. Sign Pen, Blue, 0.5	₱630.00	18	Piece					
85. Sign Pen, Blue, 0.7	₱4,400.00	55	Piece					
86. Sign Pen, Red, 0.5	₱280.00	8	Piece					
87. Staple Wire #35	₱1,620.00	18	Box					
88. Staple Wire Remover, Plier Type	₱300.00	5	Piece					
89. Stapler #35 With Pincher	₱1,650.00	5	Piece					
90. Stapler, #10	₱270.00	3	Piece					
91. Stick On Notes "Sign Here", Z Type Film Indexes, Size: 10 x 48mm, 20 sheets x 5	₱1,755.00	9	Pack					
92. Sticker Paper, A4	₱135.00	3	Pack					





**Republic of the Philippines**  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

93. Sticky Note 3x2	P270.00	9	Pad					
94. Sticky Note 3x3	P360.00	9	Pad					
95. Sticky Note 3x4	P300.00	6	Pad					
96. Sticky Note 5x3	P180.00	3	Pad					
97. Sticky Note 6x4	P510.00	3	Pad					
98. Tape Dispenser	P100.00	1	Piece					
99. Tape, Masking, 1"	P550.00	11	Piece					
100. Tape, Masking, 2"	P765.00	9	Piece					
101. Tape, Packing, 2"	P720.00	18	Piece					
102. Tape, Transparent 1"	P242.00	11	Roll					
103. Thumbtacks	P32.00	2	Box					
104. Typewriter Electric Ribbon	P390.00	2	Box					
105. Typewriter Electric, Eraser	P1,908.00	2	Box					
106. Typewriter Ribbon	P224.00	7	Spool					
107. White Board 24" x 36"	P850.00	1	Piece					
108. White Board 3' x 5'	P2,050.00	1	Piece					
109. White Board With Stand	P3,600.00	1	Unit					
110. Yellow Pad	P420.00	6	Pad					
111. AVR Power Supply	P1,600.00	2	Unit					
112. Computer Ink DCP-T710W-BT 5000C	P1,560.00	3	Bottle					
113. Computer Ink DCP-T710W-BT 5000M	P1,560.00	3	Bottle					
114. Computer Ink DCP-T710W-BT 5000Y	P1,560.00	3	Bottle					
115. Computer Ink DCP-T710W-BT 5000BK	P3,120.00	6	Bottle					
116. DVD Rewriteable	P625.00	5	Piece					
117. Epson Ink 003: Black	P11,025.00	35	Bottle					
118. Epson Ink 003: Cyan	P6,615.00	21	Bottle					
119. Epson Ink 003: Magenta	P6,615.00	21	Bottle					
120. Epson Ink 003: Yellow	P6,615.00	21	Bottle					
121. Epson L210 Refill (664 Black)	P11,025.00	35	Bottle					



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

122. Epson L210 Refill (664 Cyan)	₱6,615.00	21	Bottle				
123. Epson L210 Refill (664 Magenta)	₱6,615.00	21	Bottle				
124. Epson L210 Refill (664 Yellow)	₱6,615.00	21	Bottle				
125. Epson Ribbon LQ2190	₱3,060.00	30	Cartridge				
126. Epson Ribbon LX310	₱975.00	5	Cartridge				
127. External Hard Drive, 1TB	₱6,400.00	2	Unit				
128. Flash Drive, USB, 16GB	₱1,480.00	4	Piece				
129. Flash Drive, USB, 32GB	₱2,080.00	4	Piece				
130. Flash Drive, USB, 64GB	₱1,600.00	2	Piece				
131. HDMI Cable (5-meters)	₱2,500.00	5	Piece				
132. Shredder Shreddable Material: Paper, CD, Card Waste Bin Volume: at least 15 liters Shredding Type: Cross Cut Paper Sensing Mode: Auto Able to Shred at least 5 sheets at a time	₱18,000.00	2	Piece				
<b>TOTAL ABC</b>	<b>₱247,557.00</b>						
<b>GRAND TOTAL:</b>							

Note: Quotation for each item must not exceed the ABC per item

Signature over Printed Name  
Supplier/Dealer/Contractor





### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. *Date of Completion/Delivery:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. *Mode and Terms of Payment:* Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LIA) shall rescind 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.

**NOTE:** The aforecited Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.