



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Bids and Awards Committee Office
Iloilo International Airport, Brgy. Gaub, Cabatuan, Iloilo
(033) 321-1950; (033) 3299500 loc. 3266

caapiloilobac@gmail.com

Date : _____

Control No: BDC 2023-001

Supplier : _____

Address : _____

Contact No. : _____

Sir/Madam,

COPYLANDIA
Office Systems Corporation
VAT REG TIN 002-332-000-033
Unit 9, Two Lorton Bldg., Brgy. Kauwagan,
City Proper, Iloilo City
Tel. No. (033) 337-7993

Please acknowledge receipt of the Request for Quotation (RFQ) form for the project specified:

Project Title : **Supply and Delivery of Toners of Photocopier Machine of Collection, ANS, BAC, Finance, Accounting & Records Unit, Ink of Mimeographing Machine for 2023 of Iloilo International Airport**

ABC : P 28,656.00

Mode of Procurement : SMALL VALUE PROCUREMENT

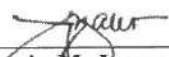
We hope to receive your sealed and signed envelope on or before the deadline specified in the RFQ.

Thank you!

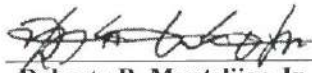
Prepared by:

Noted/Approved by:

Received by: Date: 5/18/23



Jasmin M. Janco
BAC Secretariat



Roberto B. Montelijao Jr.
BAC Chairperson



(Signature above Full Name)
Supplier/Representative

Philippine Transparency Seal





Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 Office of the Bids and Awards Committee
 Brgy. Ga-ub Cabatuan, Iloilo
 Telefax: (033) 321 1950 / (033) 329 9500 loc 3266

REQUEST FOR QUOTATION

Date: May 18, 2023
 RFQ: BDC 2023-005

Name of Company:
 Address:
 Business Permit No.:
 TIN No.:
 PhilGEPS Registration No.:

COPYLANDIA
 Office Systems Corporation
 VAT REG. TIN 902-332-000-033
 Unit 9, Two Level Plaza, Brgy. Katuwagan,
 City Proper, Iloilo City
 Tel. No. (040) 337-7803

PROCUREMENT:

Supply and Delivery of Toners of Photocopier Machine of Collection, ANS, BAC, Finance, Accounting & Records Unit, Ink of Mimeographing Machine for 2023 of Iloilo International Airport

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation. Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (**Business Permit, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation and Certificate of sole distributorship**) **not later than May 22, 2023 at 9:00 AM.**

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

(SGD.) ROBERTO B. MONTELJAO JR.
 Procurement Officer

TERMS AND CONDITIONS:

- Bidders must provide **correct and accurate** information required in this form.
- Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- Bidders must quote for all the items.
- Price quotation/s must be valid for a period of **Thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s
- The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of the sample.
- The GPPB-TSO shall have the right to inspect and or to test the goods to confirm their conformity to the technical specifications.
- 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. The GPPB-TSO 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.

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

ITEM DESCRIPTION	Quantity (QTY)		Approved Budget of the Contract	OFFER					REMARKS	
				PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
				QTY	Unit Price	Total Price		Yes		No
Php 28,656.00										
1 Toner Ineo 116	2	pes			2,498	4,996				
2 Toner Ineo 118	5	pes			3,428	17,140				
3 Ink Fill Type Black	1	tube			1,640	1,640				
4 Master Fill Type 70	1	roll			2,900	2,900				
TOTAL						28,656				

Signature over Printed Name

5/18/23

Contact Number (Landline and/ or Cellphone Nos)/Email Address