



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: July 1, 2022
 RFQ.: BSVP 2022-026

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

PROCUREMENT: Supply & Delivery of Office and IT Supplies for the month of July to September 2022 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, Annual Income Tax Return/Business Tax, Tax Clearance, Omnibus Sworn Statement, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation and Cooperative**) and related issuances not later than **July 8, 2022 at 10:00 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.) ATTY. FRANCES SHANELLE G. SALINAS
 Procurement Officer

TERMS AND CONDITIONS:

1. Bidders must provide **correct and accurate** information required in this form.
2. Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
3. Bidders must quote for all the items.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. 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
9. The item/s and project shall be completed/delivered within **Fifteen (15)** calendar days from receipt of purchase order.
10. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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						
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS
			QTY	Unit Price	Total Price		Yes	No	
PHP 391,830.19									
1 Arch file (dark blue, landscape, 3 hole, 1")	5	pc							
2 Arch file (dark blue, landscape, 3 hole, 2")	5	pc							
3 Arch file (dark blue, portrait, 3 hole, 2")	30	pc							
4 Arch File Long, 2 Holes, Landscape	296	pc							
5 Arch File Long, 2 Holes, Portrait	10	pc							
6 Arch File A4, 2 holes, portrait	10	pc							
7 Document File Box, hardbound,	5	pc							
8 Document/File Box Double, data file box made of chipboard	4	pc							
9 Document/File Box Single, data file box made of chipboard	4	pc							
10 Ballpen 0.5 mm Black (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)	180	pc							
11 Ballpen 0.5 mm Blue (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)	120	pc							
12 Ballpen 0.5 mm Red (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)	30	pc							
13 Binder Clips 3/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	box							
14 Binder Clips 1 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	box							

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		
15	Binder Clips 2 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	box								
16	Bond Paper A3		reams								
17	Bond Paper A4 20gsm 500 sheets per ream	200	reams								
18	Bond Paper long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	120	reams								
19	Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	50	reams								
20	Brown Envelope A4	50	pc								
21	Calculator; 2 digits display, Front Panel Metal Coating, Battery power Big Display, Memory Functions.Up to 4 Decimal Support, High Quality Plastic Construction and Keys, OFF Key, Double Zero with Rounding Function Support, Dimensions (WxLxH): 192 x 147 x 42 mm	3	pc								
22	Clear Book (long)	3	pc								
23	Clear Book Refill (long/ 10pc per pack)	10	pack								
24	Clip Board w/ cover Royal Blue	3	pc								
25	Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m	100	pc								
26	Cutter	10	pc								
27	Desk Organizer steel 3 layers	1	pc								
28	Double Sided Tape; Strong double-sided from tape. Foam type, Use for most type of walls, Ideal for mounting, picture, posters, and signs without nails. Also available foam tape with oil base for non stick and easy to cut the tape. 25mmx25mm	5	roll								
29	Double Sided Tape; ordinary, 1"	30	roll								
30	Expanded Envelop, long, green	100	pc								
31	Rubber Eraser; Comfort quality for high-quality erasing performance Minimal crumbling, Protective cellophane wrapper with practical tear-and-open strip, Sliding sleeve for convenient handling, Phthalate and latex free, 43 x 19 x 13 mm	5	pc								
32	Folder clip board, maroon, blue	6	pc								
33	Folder, white, long	300									
34	Glue , 130 gms	5	bottle								
35	Glue Gun (1/2)	1	pc								
36	Glue Gun (1/4)	1	pc								
37	Stick Glue, 1/2, 1/4	20	pc								
38	Highlighter, green, yellow	12	pc								
39	Mailing Envelope (Long)	300	pc								
40	Masking Tape 2"x 20 yards	8	roll								
41	Memo Pads Colored 3x3	10	pad								
42	Memo Pads Colored 3x4	10	pad								
43	Memo Pads Colored 3x5	10	pad								
44	Mimeographing Paper, Long, Newsprint, ordinary	30	reams								
45	Paper Clips (Big) 50mm	10	box								
46	Paper Clips (Small) 35mm	10	box								
47	Paper Fastener (Plastic)	20	box								
48	Pencil #1	30	pc								
49	Plastic Envelope (long)	20	pc								
50	Plastic Envelope (short)	5	pc								
51	Sticky Note Pad, 2 x 1.5	15	pad								
52	Sticky Note Pad, 3x3	15	pad								

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				PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS
				QTY	Unit Price	Total Price		Yes	No	
53	Sticky Note Pad, 3x4	15	pad							
54	Scissors, stainless heavy duty	6	pc							
55	Clear Tape 1"x 100m	10	roll							
56	Sign pen Black 0.3, smooth, gel ink	20	pc							
57	Sign pen Blue 0.3, smooth, gel ink	20	pc							
58	Sign pen Black 0.5, smooth, gel ink	20	pc							
59	Sign pen Blue 0.5, smooth, gel ink	20	pc							
60	Sign pen Black 0.7, smooth, gel ink	20	pc							
61	Sign pen Blue 0.7, smooth, gel ink	5	pc							
62	Signature Post It (Sign Here Colored)	80	pack							
63	Special Paper/Certificate Paper A4 White	10	pack							
64	Stapler #35; Stapler with Remover, Staple Size: 24/6 26/6 (No.35) Can use with Staple no. 35, Stapling up to 20shots of 20lb paper 100% Good Quality Stapler for Long Lasting use, With Staple Remover for easy removing of Staples, For home and Office Use	3	pc							
65	Sticker Paper, A4	20	packs							
	<i>sub-total, Office Supplies</i>									
66	Audio Recorder with external SD Card (File transferable to PC)	1	set							
67	Epson 001 Black	12	pc							
68	Epson 003 Yellow	6	pc							
69	Epson 003 Cyan	6	pc							
70	Epson 003 Magenta	6	pc							
71	External Hard Drive (1 TB)	1	pc							
72	Flash Drive 32g	10	pc							
73	HP Cartridge #678 (Colored)	12	pc							
74	HP Cartridge #678 (Black)	12	pc							
75	HP Cartridge #704 (Black)	36	pc							
76	HP Cartridge #704 (Colored)	36	pc							
77	LCD Cleaner	4	pc							
78	Computer Mouse	3	pc							
79	UPS	3	pc							
	<i>sub-total, IT Supplies</i>									
	-nothing follows-									

Signature over Printed Name

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