



REQUEST FOR QUOTATION

Date: February 24, 2023
RFQ.: BSVP 2023-004

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

PROCUREMENT: Supply and Delivery of Office and IT Supplies for the month of February-March 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, 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**) not later than **March 2, 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.) ATTY. FRANCES SHANELLE G. SALINAS
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 the receipt of Purchase Order (PO).
- 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 (0.1%) 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 187,191.50						
1	Ballpen 0.5 mm Black (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	100 pcs				-			
2	Ballpen 0.5 mm Blue (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	100 pcs				-			
3	Binder Clips 3/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10 boxes				-			
4	Binder Clips 1 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10 boxes				-			
5	Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm	20 packs				-			
6	Bond Paper A4 20gsm 500 sheets per ream	100 reams				-			
7	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	70 reams				-			
8	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	70 reams				-			
9	Brown Envelope long	80 pcs				-			

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		
10	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	4	pcs				-			
11	Carbonless Paper (3ply 11x9 1/2)	2	boxes				-			
12	Carbonless Paper (3ply 13x9 1/2)	2	boxes				-			
13	Carbonless Paper (2ply 11x9 1/2)	1	boxes				-			
14	Carbonless Paper (2ply 13x9 1/2)	2	boxes				-			
15	Certification Paper A4, white	30	packs				-			
16	Clip Board w/ cover Royal Blue	10	pcs				-			
17	Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m	50	pcs				-			
18	Cutter	10	pcs				-			
19	Double Sided Tape; ordinary, 1"	20	rolls				-			
20	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	20	rolls				-			
21	Expanded Folder long (Red)	50	pcs				-			
22	Expanded Envelop long (Red)	50	pcs				-			
23	Expanded Envelop long (Yellow)	50	pcs				-			
24	Highlighter (Yellow)	20	pcs				-			
25	Highlighter (Orange)	15	pcs				-			
26	Laminating Film A3, easy to operate on laminating machines, shorter operation time and labor savings, strong, versatile and lightweight and ideal for use with all types of print, low melt adhesive coating inside; good resistance to scuff, scratch and tear, gloss finish 250 microns	2	rolls				-			
27	Mailing Envelope (Long), 500s/box	2	boxes				-			
28	Filing Folder white short	30	pcs				-			
29	Filing Folder white long	30	pcs				-			
30	Memo Pads Colored 3x3	30	pads				-			
31	Memo Pads Colored 3x4	30	pads				-			
32	Mimeographing Paper, long, ordinary	20	reams				-			
33	Paper Clips (Big) 50mm	10	boxes				-			
34	Paper Clips (Small) 33mm	10	boxes				-			
35	Paper Fastener (Plastic)	10	boxes				-			
36	Pencil #1	20	pcs				-			
37	Photo Paper, Glossy, A4	20	packs				-			
38	Post it 2 x 1.5	30	pad				-			
39	Post it 3x3	30	pad				-			
40	Post it 3x4	30	pad				-			
41	Push Pin	3	box				-			
42	Tape, transparent, 1"	30	roll				-			
43	Sign pen Black 0.4 My gel	50	pc				-			
44	Sign pen Black 0.7 My gel	50	pc				-			
45	Signature Post IT	50	pack				-			

