



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Shopping Method** for the “Procurement of Office supplies for CAAP Head Office” in accordance with Section 52.1 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C22-077-10
Name of Project : Procurement of Office supplies for CAAP Head Office
Approved Budget for Contract : P998,536.00
Terms : See the attached Annex “A” for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : Thirty (30) calendar days from the receipt of Notice for Compliance (Note: Partial Delivery is **not allowed**)
Delivery Time : 8:00 AM – 4:00 PM (working days)

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Mayor’s or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income Business Tax Return for ABC’s above P500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC’s above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (Annex “A”) during submission of offer/Quotation and,
7. Brochure if applicable

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid**.

Price quotation/s must be valid for a period of thirty (120) calendar days from the date of submission.

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC 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.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

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. CAAP shall rescind the contract once the cumulative amount of liquidated damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

ATTY. JOHN BEAU B. MASIGLAT
CCC-Chairperson



PRICE QUOTATION FORM

Date: _____

The Chairperson
 Canvass and Contract Committee
 Procurement Division, CAAP,
 MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description				
Procurement of Office supplies for CAAP Head Office				
Specification	QTY	Unit	Unit Price	Total Price
Ballpen, black	1500	pcs		
Ballpen, blue	1500	pcs		
Ballpen, red	234	pcs		
Data Folder, made of chipboard, taglia lock (color blue)	1800	pcs		
Data File box, size: 125mm x 230mm x 400mm (color red)	400	pcs		
Correction Pen	40	pcs		
Cutter Knife	150	pcs		
Cling Wrap (Industrial Grade)	15	rolls		
Tape, Duct Tape width: 48mm (+-1mm)	18	pcs		
Double Sided White 18mm x 10m	33	roll		
Index Tab (Sign Here) assorted color	161	pack		
Index Card (5" x 8") ruled both side	12	pad		
Notepad Stick On 2x3, 100 sheets per pad	400	pad		
Notepad Stick On 3x4, 100 sheets per pad	600	pad		
Rubber Band Small	20	box		
Tray Desk 3 layer	20	pcs		
A4 80gsm Yellow Paper for AIS Publication	280	reams		
Ring Binder Plastic 32mm, 10 pcs per bundle	30	bundle		
Post It arrow printed flag-Sign Here	140	pack		
3 Ring Binder Folder A4	14	pcs		
3 Ring Binder Folder Legal	14	pcs		
Inclusive of Delivery				
			Total (Inclusive of VAT)	

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address



TERMS OF REFERENCE

Name of Project	:	Procurement of Office Supplies for CAAP Head Office
Approved Budget	:	Nine Hundred Ninety-Eight Thousand, Five Hundred Thirty-Six Pesos (PHP 998, 536. 00)
Delivery Period	:	<u>Thirty (30)</u> calendar days from the receipt of Notice to Proceed. Note: Partial delivery is <u>not allowed</u> .
Delivery Location	:	Civil Aviation Authority of the Philippines (CAAP) Old MIA Road, Pasay City, Metro Manila
Delivery Condition(s)	:	<p>1. Acceptance of delivery shall be from 8:00 A.M. to 4:00 P.M. only during regular working days.</p> <p>2. A written notice must be sent via email to the Procurement Division (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) at least seven (7) working days prior to the intended date of delivery.</p> <p>3. Upon receipt of the Notice of Delivery, a confirmation of availability of End-User and/or Technical Inspection and Acceptance Committee (TIAC) must be received by the Supplier from the Procurement Division within two (2) working days before proceeding with the delivery.</p> <p>4. The Supplier's noncompliance to the delivery conditions stipulated herein and in the Approved Contract shall be a ground for refusal of entry to the CAAP premises and receipt of delivery, with no fault on the part of the CAAP.</p>
Terms of Payment	:	Payment shall be upon full/completed delivery of goods/items, and shall be subject to government mandated accounting rules and regulations.



Technical Specifications/Item Descriptions:

#	Item/Particular	Qty	Unit	ABC
1	Ballpen, black	1500	Pcs	33,000.00
2	Ballpen, blue	1500	Pcs	33,000.00
3	Ballpen, red	234	Pcs	5,148.00
4	Data Folder, made of chipboard, taglia lock (color blue)	1800	Pcs	504,000.00
5	Data File box, size: 125mm x 230mm x 400mm (color red)	400	pcs	100,000.00
6	Correction Pen	40	pcs	3,560.00
7	Cutter Knife	150	pcs	5,250.00
8	Cling Wrap (Industrial Grade)	15	rolls	12,000.00
9	Tape, Duct Tape width: 48mm (+-1mm)	18	pcs	4,788.00
10	Double Sided White 18mm x 10m	33	roll	5,280.00
11	Index Tab (Sign Here) assorted color	161	Pack	17,710.00
12	Index Card (5" x 8") ruled both side	12	pad	2,400.00
13	Notepad Stick On 2x3, 100 sheets per pad	400	pad	12,400.00
14	Notepad Stick On 3x4, 100 sheets per pad	600	pad	32,400.00
15	Rubber Band Small	20	box	3,700.00
16	Tray Desk 3 layer	20	Pcs	11,000.00
17	A4 80gsm Yellow Paper for AIS Publication	280	reams	168,000.00
18	Ring Binder Plastic 32mm, 10 pcs per bundle	30	bundle	12,000.00
19	Post It arrow printed flag-Sign Here	140	pack	21,000.00
20	3 Ring Binder Folder A4	14	pcs	5,600.00
21	3 Ring Binder Folder Legal	14	pcs	6,300.00
Total				998,536.00

Prepared by:


MONALISA P. IMPERIAL
Supply Officer I
Supply Division

Approved by:


GEMB KAHMIL GARCIA-ANISCOL
Officer-In-Charge
Supply Division