

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

DATE: July 21, 2023

## REQUEST FOR QUOTATION

The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES-AREA X, through its Canvass and Contract Committee (CCC), now invites interested contractors/ suppliers to submit their Price Quotations for the Project "PURCHASE OF COMMON OFFICE SUPPLY (1ST QUARTER)" with their quantities, and for their respective use and end user:

2. Book Paper, A4 80gsm 250 ream 3. Book Paper, legal 80gsm 4. Correction Tape, 8m 5 pc 5. Cutter, Heavy duty 2 pc 6. Calculator, big 14 digits 100 pc 7. Brown Envelope, A4 200 pc 8. Brown Envelope, Long 100 pc 10. Expanded Envelope, Long 100 pc 11. Folder Ordinary, A4 500 pc 12. Folder Ordinary, Long 13. Paper Fastener, 70mm stainless 50set/box 60 pc 14. Signpen, Liquid gel/ink 0.5 black 65 pc 15. Signpen, Liquid gel/ink 0.5 blue 51 box 16. Staple Wire#35 15 pc 17. Stapler, Heavy duty 15 pc 18. Record Book, 150pages 15 pc 19. Record Book, 300pages 15 pc 20. Record Book, 500 pages size 214mmx278ml 17 pc 22. Signpen, Liquid Gel/Ink Red 24 pc 24 pc 24. Marker, Permanent Blue 12 pc 25. Marker, Permanent Red 24 pc 26. Whiteboard Marker, Blue 12 pc 28. Whiteboard Marker, Blue 12 pc 15 pc 19. Scissor Heavy duty	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
3. Book Paper, legal 80gsm  4. Correction Tape, 8m  5 pc  5. Cutter, Heavy duty  2 pc  6. Calculator, big 14 digits  100 pc  7. Brown Envelope, A4  200 pc  8. Brown Envelope, Long  100 pc  10. Expanded Envelope, Long  100 pc  11. Folder Ordinary, A4  500 pc  12. Folder Ordinary, Long  13. Paper Fastener, 70mm stainless  50set/box  60 pc  14. Signpen, Liquid gel/ink 0.5 black  65 pc  15. Signpen, Liquid gel/ink 0.5 blue  51 box  16. Staple Wire#35  17. Stapler, Heavy duty  15 pc  18. Record Book, 150pages  15 pc  19. Record Book, 300pages  15 pc  20. Record Book, 500 pages size  214mmx278ml  17 pc  22. Signpen, Liquid Gel/Ink Red  24 pc  24 pc  25. Marker, Permanent Blue  12 pc  26. Whiteboard Marker, Black  24 pc  27. Whiteboard Marker, Red  15 pc  15 pc  28. Whiteboard Marker, Red  15 pc  29. Scissor Heavy duty	or the use of	Laguindingan	Php
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## Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

24 pad	33: Post It Note 3x2		
24 roll	34. Tape Scotch 1"		
10 pc	35. Puncher, Heavy Duty		
7 pc /	36. Tape Dispenser, Heavy duty		

Deadline of Submission: July 26, 2023 at 10:00 AM

Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Further, the prospective suppliers should possess the following:

- 1. Should have the legal capacity to enter into business or to perfect contracts (with updated Business Permit from DTI)
- 2. PhilGeps Certificate of Registration
- 3. Omnibus Sworn Statement
- 4. Should not be among those blacklisted suppliers. (as per sub-sub-paragraph a.iv (1) of Section 25.2 of Section 25 of Rule VIII of the Revised IRR of RA 9184 and Section 2 of GPPB's UNIFORM GUIDELINES FOR BLACKLISTING OF MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS AND CONSULTANTS)

The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)- AREA X reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

CAROLINA C. ADANZA

CCC-\$ecretary

Ground Floor, Admin Building Laguindingan Misamis Oriental Airport

Laguindingan, Misamis Oriental

CAAP Area X

Signed:

Acting HRM Officer CCC-Chairperson