



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:

Quantity/ Unit	Items	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
36 box 180 ream 250 ream 73 pc 5 pc 2 pc 100 pc 200 pc 100 pc 160 pc 100 pc 500 pc 17 box 60 pc 65 pc 51 box 15 pc 15 pc 15 pc 25 pc 17 pc 24 pc 24 pc 12 pc 24 pc 24 pc 12 pc 15 pc 10 roll 24 set 24 pad	1. Binder Clip 1", 12pcs/box 2. Book Paper, A4 80gsm 3. Book Paper, legal 80gsm 4. Correction Tape, 8m 5. Cutter, Heavy duty 6. Calculator, big 14 digits 7. Brown Envelope, A4 8. Brown Envelope, Long 9. Expanded Envelope, Long 10. Expanded Folder, Long 11. Folder Ordinary, A4 12. Folder Ordinary, Long 13. Paper Fastener, 70mm stainless 50set/box 14. Signpen, Liquid gel/ink 0.5 black 15. Signpen, Liquid gel/ink 0.5 blue 16. Staple Wire #35 17. Stapler, Heavy duty 18. Record Book, 150pages 19. Record Book 200 pages 20. Record Book, 300pages 21. Record Book, 500 pages size 214mmx278ml 22. Signpen, Liquid Gel/Ink Red 23. Marker, Permanent Black 24. Marker, Permanent Blue 25. Marker, Permanent Red 26. Whiteboard Marker, Black 27. Whiteboard Marker, Blue 28. Whiteboard Marker, Red 29. Scissor Heavy duty 30. Masking Tape 1" 31. Marker, Fluorescent (3 colors/set) 32. Post It Note 3x3	For the use of various offices and units	Laguindingan Airport	Php 178,454.00



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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 non-discretionary "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:

for
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CCC-Secretary
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CAAP Area X
Telephone: (088)-555-1881 (Local 1216)
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Signed:

CRISTINE B. UDANG
Acting HRM Officer
CCC-Chairperson