



June 7, 2023

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Plaridel hereby invites interested bidders for the PURCHASE OF OFFICE SUPPLIES AT PLARIDEL AIRPORT.

A. Approved budget for the project – Php 156,465.00

Please secure Canvass form from www.philgeps.gov.ph or at the Office of the Acting Area Manager Plaridel Airport during office hours Monday to Friday starting June 8, 2023.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before June 15, 2023 at 10:00am to the Bids and Awards Committee c/o the Office of the Acting Area Manager and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP – Plaridel Airport reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call Plaridel Airport BAC Secretariat Members at (044) 794-7071 for details.

Very truly yours,

A handwritten signature in black ink, appearing to read 'R. Abejuela', is written over a horizontal line.

ROLDAN P. ABEJUELA
BAC Chairman

| | Form of Performance Security | Amount of Performance Security (Not less than the required percentage of the Total Contract Price) |
|-----------------------------|--|---|
| Performance Security | <p>a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)</p> | |
| | <p>b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)</p> | <p>Goods and Consulting Services – Five percent (5%)</p> <p>Infrastructure Projects - Ten percent (10%)</p> |
| | <p>c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p> | <p>Thirty percent (30%)</p> |
| | <p>Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.</p> | |

For any clarification, you may contact us at telephone no. **(044) 794-7071** or email address at greacenter3_bac@ccsp.gov.ph.


ROLBAN P. ABEJUELA
 BAC Chairman

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.



INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at areacenter3_bac@caap.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
 13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| Purchase of Office Supplies at Plaridel Airport | | | | |
|--|-------------|------------|-------------------|---------------------|
| Complete Descriptions of Articles | Unit | Qty | Unit Price | Total Amount |
| Ballpen Black | pcs | 200 | | |
| Ballpen Red | pcs | 24 | | |
| Binder Clip 1 " (12's or 10's) | box | 24 | | |
| Bond Paper/A4 Size | reams | 250 | | |
| Bond Paper/Long Size | reams | 30 | | |
| Bond Paper/Letter Size | reams | 30 | | |
| Brown Envelope/Short | pcs | 200 | | |
| Brown Envelope Long | pcs | 250 | | |
| 3 layers File Rack | pcs | 6 | | |
| Clip Board (A4 Size) | pcs | 6 | | |
| Clip Board (Legal Size) | pcs | 6 | | |
| Correction Tape | pcs | 70 | | |
| Expandable Envelope (Brown Color) | pcs | 200 | | |
| Flourescent Marker | pcs | 40 | | |
| Folder Long | pcs | 250 | | |
| Folder Short | pcs | 200 | | |
| Packing Tape 2 Inches | pcs | 12 | | |
| Paper Clip Small (100 clips per box) | box | 15 | | |
| Paper Clip Large Large (100 clips per box) | box | 10 | | |
| Pencil(10 or 12pcs per box) | box | 12 | | |
| Permanent Marker/Broad Type /Blue | pcs | 24 | | |
| Permanent Marker/Broad Type /Black | pcs | 24 | | |
| Puncher Heavy Duty | pcs | 5 | | |
| Ruler | pcs | 12 | | |
| Multi-Purpose Scissors 8.25in. Pointed stainless | pcs | 12 | | |
| Scotch Tape/1Inch | pcs | 30 | | |
| Stamp Pad (11.7cm) | pcs | 6 | | |
| Stam Pad Ink (Blue) | pcs | 6 | | |
| Stick-On Note/7.6cm x 7.6cm 3" x 3" | packs | 30 | | |
| Sign Here Sticky Notes | packs | 40 | | |
| Stapler | pcs | 12 | | |
| Stapler Heavy Duty/Binder Type 23/6-23/13 | pcs | 3 | | |
| Staple Remover (aalligator type | pcs | 12 | | |
| Sign Pen Blue (0.7)HI-Techpoint V10 Grip | pcs | 100 | | |
| Staple Wire Nos.35 | boxes | 12 | | |
| Whiteboard Marker/Blue | pcs | 24 | | |
| Whiteboard Marker/Black | pcs | 24 | | |
| Staple Heavy Duty (23/13) | box | 5 | | |
| Logbook | pcs | 12 | | |
| Fax Paper 216mmx30M | roll | 75 | | |
| Cork Board 24" x 36" with Aluminum Frame | pcs | 6 | | |
| Masking Tape 1 inch | pcs | 5 | | |
| Clip Double Binder 1 1/4 | box | 5 | | |



| | | | | |
|---------------------------------------|---------|----|--|--|
| Ink for Epson/L3110 (Black) | bottles | 5 | | |
| Ink for Epson/L3110 (Magenta) | bottles | 5 | | |
| Ink for Epson/L3110 (Cyan) | bottles | 5 | | |
| Ink for Epson/L3110 (Yellow) | bottles | 5 | | |
| Large Retractable Cutter | pcs | 10 | | |
| Large Retractable Cutter Blade Refill | packs | 5 | | |
| | | | | |
| | | | | |
| xxx Nothing Follows xxx | | | | |

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

Payment Details:

Name of Payee: _____
TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

| |
|---|
| Purchase of Office Supplies at Plaridel Airport |
| Approved Budget for the Contract: One Hundred Fifty Six Thousand Four Hundred Sixty Five Pesos (PhP156,465.00) |
| TOTAL OFFERED QUOTATION |
| In Words: |
| |
| |
| In Figures: |
| _____ |

Canvassed By:

JONARD G. CAMPOS
Authorized Canvasser



| |
|----------------------------------|
| Signature over Printed Name |
| Position/Designation |
| Office Telephone/Fax/Mobile Nos. |
| Email address/es |



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not blacklisted or barred from bidding by the Government of _____ the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a. Carefully examine all of the Bidding Documents;

b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. Page
No. Book No.
Series of _____

* This form will not apply for WB funded projects.