



September 9, 2022

### **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 81,960.00

Please secure Canvass form from [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or at the Office of the Acting Area Manager Plaridel Airport during office hours Monday to Friday starting September 12, 2022.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before September 19, 2022 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 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,

  
**ROLDAN P. ABEJUELA**  
BAC Chairman



REQUEST FOR QUOTATION

Date: \_\_\_\_\_  
P.R. No.: 2022-10

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith

Very truly yours,

  
ROLDAN F. ABEJUELA  
BAC Chairman

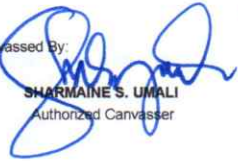
- Note : 1. All entries must be legibly hand-written/computerized.  
2. Delivery Period within \_\_\_ calendar days.  
3. Warranty shall be for a period of six ( 6 ) months for supplies and materials, one ( 1 ) year for Equipment, from date of acceptance by the procuring entity.  
4. Price validity shall be a period of 30 calendar days.  
5. G-EPIS Registration Certificate shall be attached upon submission of the Quotation.  
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).  
7. Mode of delivery shall be assigned by the Procuring Entity.  
8. Bids not using the official form (with BAC Logo) shall be automatically disqualified.

| ITEM                               | UNIT  | COMPLETE DESCRIPTION OF ARTICLES     | QTY.   | UNIT PRICE | AMOUNT |
|------------------------------------|-------|--------------------------------------|--------|------------|--------|
| <b>Purchase of Office Supplies</b> |       |                                      |        |            |        |
| <b>PLARIDEL AIRPORT</b>            |       |                                      |        |            |        |
| 1                                  | pcs   | Ballpen Black                        | 150.00 |            |        |
| 2                                  | box   | Binder Clip 1" (12's or 10's)        | 30.00  |            |        |
| 3                                  | box   | Binder Clip 2" (12's or 10's)        | 30.00  |            |        |
| 4                                  | reams | Bond Paper/ A4 Size                  | 125.00 |            |        |
| 5                                  | reams | Bond Paper/ Long Size                | 25.00  |            |        |
| 6                                  | reams | Bond paper/ Letter Size              | 25     |            |        |
| 7                                  | pcs   | Brown Envelope/Short                 | 300.00 |            |        |
| 8                                  | pcs   | Brown Envelope/ Long                 | 300.00 |            |        |
| 9                                  | pcs   | Correction Tape                      | 30.00  |            |        |
| 10                                 | pcs   | Double Adhesive Tape                 | 12.00  |            |        |
| 11                                 | pcs   | Data File Box                        | 12.00  |            |        |
| 12                                 | box   | Fastener (Plastic) 50sets per box    | 12.00  |            |        |
| 13                                 | pcs   | Fluorescent Marker                   | 30.00  |            |        |
| 14                                 | pcs   | Folder Long                          | 300.00 |            |        |
| 15                                 | pcs   | Folder Short                         | 300.00 |            |        |
| 16                                 | pcs   | Packing Tape 2 inches                | 12.00  |            |        |
| 17                                 | box   | Paper Clip Small (100 clips per box) | 5.00   |            |        |
| 18                                 | box   | Paper Clip Large (100 clips per box) | 5.00   |            |        |
| 19                                 | pcs   | Permanent Marker/Broad Type/Blue     | 6.00   |            |        |
| 20                                 | pcs   | Permanent Marker/ Broad Type/ Black  | 6.00   |            |        |
| 21                                 | packs | Photopaper/ Glossy Type              | 24.00  |            |        |
| 22                                 | pcs   | Record Book/ 300 pages               | 12.00  |            |        |

Official  
Copy





Canvassed By:  
  
**SHARMAINE S. UMALI**  
 Authorized Canvasser

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Tel. No. / Cellphone No.

\_\_\_\_\_  
 TIN No. of Establishment

\_\_\_\_\_  
 Date

1. Quotations and other requirements stated below shall be submitted to the Civil Aviation Authority of the Philippines - Plaridel Airport Lumang Bayan, Plaridel, Bulacan, Philippines on the date and time stated in this RFQ.

2. Interested bidder/s must submit the following requirements with check (✓) mark:

**A. ELIGIBILITY DOCUMENTS**

- ✓ Proof of PhilGEPS Registration (Registration Number/Certificate). (For ABCs P50K and above)
- ✓ Valid and current Mayor's/Business Permit for CY 2022 OR application for Mayor's/Business Permit with attached Official Receipt (OR) payment of Licensing and Regulatory fees and 2021 Mayor's/Business permit.

**B. TECHNICAL AND FINANCIAL DOCUMENTS**

- ✓ Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. **Statement of Compliance** must be accomplished by supplier. Valid and current PCAB License (for Infra. and Repair & Maintenance)
- ✓ Latest Income/Business Tax Return (for ABCs above P500K).
- ✓ Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form (for ABCs P50K and above).
- ✓ Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable.

**Failure to submit all documents as required above shall be automatically be disqualified.**

Price must be inclusive of VAT and must be valid for thirty (30) calendar days from the deadline of submission of quotation.

**Ocular Inspection**

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

**Evaluation of Quotations**

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

**Award**

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

**Performance Security**

Once the Notice of Award of the Project (above 50k) is given the winning bidder is required to submit Performance Security as prescribed by Section 39 of Updated 2016 Revised IRR of RA 9184, to wit:

| Form of Performance Security                                                                                                                                                                                                                                                                                                                                                                                                          | Amount of Performance Security<br>(Not less than the required percentage of the Total Contract Price) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.<br><br>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. (w)                                                                                                                                                                           | Goods and Consulting Services - Five percent (5%)                                                     |
| 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.<br><br>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) |                                                                                                       |
| 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.                                                                                                                                                                                                                                                                          | Thirty percent (30%)                                                                                  |

Submission of Performance Security will be prior to the signing of the contract.

Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.

**Instructions**

1. Supplier shall be responsible for the source (s) of its goods/services/equipment, and wh... accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract... goods/services/equipment within the... activities. This is without prejudice to the...



imposition of other sanctions prescribed under R.A.9184 and its IRR-A against participating in CAAP including all its airports the supplier.

3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.

4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

**Liquidation Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

**Warranty**

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

**Payment**

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

