



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

**REQUEST FOR QUOTATION  
NO.: RFQ-2023-022**

Date: May 8, 2023

*Name of the Company* : \_\_\_\_\_  
*Address* : \_\_\_\_\_  
*Contact No.* : \_\_\_\_\_  
*PhilGEPS Registration No.* : \_\_\_\_\_

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and submit your Quotation duly signed by you or your duly authorized representative not later than **MAY 15, 2023 at 9:00AM** for:

**Name of the Project** : **SUPPLY AND DELIVERY OF COMMON USE OFFICE SUPPLIES AND COMPUTER SUPPLIES FOR CAAP, AREA CENTER I**  
**Location** : **LAOAG INTERNATIONAL AIRPORT**  
**Terms of Reference** :

Sealed quotations must be submitted either personally to Ms. Hazelle May C. Andres, Head, Secretariat of the Bids and Awards Committee of Laoag International Airport (BAC-LIA) or e-mail at [areacenter1\\_bac@caap.gov.ph](mailto:areacenter1_bac@caap.gov.ph). For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

1. **The following documents must be attached upon submission of the Quotation:**
  - a) Mayor's Permit
  - b) PhilGEPS Certificate of Registration
2. All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
3. Payment shall be made through check.

**ATTY. RIZZA JOY S. VALLESTERO**  
 Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

ITEM DESCRIPTION <b>(SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)</b>	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. All Purpose Glue, 40grams	₱1,100.00	20	Piece					
2. Arc Lever File, Long, Vertical, Black, 4"	₱3,600.00	20	Piece					
3. Arc Lever File, Long, Horizontal, Black, 4"	₱2,160.00	12	Piece					
4. Ballpen (Branded, Black)	₱2,625.00	105	Piece					
5. Ballpen (Branded, Blue)	₱2,625.00	105	Piece					





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6. Ballpen (Branded, Red)	₱500.00	20	Piece					
7. Ballpen (Ordinary, Black)	₱1,575.00	105	Piece					
8. Ballpen (Ordinary, Blue)	₱1,575.00	105	Piece					
9. Battery "AA", Branded & Heavy Duty	₱1,720.00	43	Piece					
10. Battery "AAA", Branded & Heavy Duty	₱1,400.00	35	Piece					
11. Book Paper, A4, subs. 24, 80gsm	₱11,475.00	45	Ream					
12. Book Paper, Legal, subs. 24, 80gsm	₱12,600.00	45	Ream					
13. Book Paper, Short, subs. 24	₱3,185.00	13	Ream					
14. Book Paper, Short, 180gsm (10 Sheets)	₱875.00	25	Pack					
15. Caddy Rack	₱1,350.00	3	Piece					
16. Calculator, 12-Digits	₱1,300.00	2	Unit					
17. Cash Book	₱2,940.00	3	Piece					
18. Clear Book, Legal	₱1,300.00	20	Piece					
19. Clip, Binder (3/4")	₱500.00	20	Piece					
20. Clip, Binder (1")	₱70.00	2	Piece					
21. Clip, Binder (2-1/2")	₱425.00	5	Piece					
22. Clip, Binder 41mm (1-5/8")	₱325.00	5	Piece					
23. Columnar Pad (16 Columns)	₱750.00	3	Pad					
24. Continuous Paper 11 x 9-1/2, subs. 16, 2-ply	₱3,000.00	2	Box					
25. Cork Board 24" x 36"	₱1,500.00	1	Unit					
26. Correction Tape, 10m	₱2,025.00	45	Piece					
27. Cutter (Small)	₱2,800.00	7	Piece					
28. Cutter (Big)	₱5,200.00	10	Piece					
29. Diamond Gel Pen	₱180.00	6	Piece					
30. Documents File Folder	₱1,250.00	5	Piece					
31. Double Sided Tape 1"	₱1,125.00	25	Piece					
32. Double Sided Tape 1" with Foam	₱2,625.00	25	Piece					
33. DTR CSC Form No. 48	₱1,500.00	3	Pack					
34. Duct Tape 2"	₱1,425.00	15	Piece					





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35. Envelope, Brown, Long	₱1,225.00	175	Piece					
36. Envelope, Brown, Short	₱250.00	50	Piece					
37. Envelope, Business/Mailing, White	₱1,750.00	5	Box					
38. Envelope, Expandable, Brown, Long	₱4,500.00	150	Piece					
39. Envelope, Plastic, Long	₱500.00	20	Piece					
40. Fillers for Arc Lever Files	₱255.00	3	Piece					
41. Flight Strips	₱1,500.00	1500	Piece					
42. Folder, Expandable, Long	₱2,000.00	100	Piece					
43. Folder, Long, at least 16 pts. thickness (White inside, brown outside)	₱5,625.00	375	Piece					
44. Glue Gun, Big	₱1,050.00	3	Unit					
45. Glue Gun Stick, Big	₱225.00	15	Piece					
46. In-Out Tray, 3-Layered	₱3,000.00	4	Unit					
47. Journal, General	₱385.00	7	Piece					
48. Journal, Purchases (VAT)	₱385.00	7	Piece					
49. Journal, Sales (VAT)	₱385.00	7	Piece					
50. Laminating Film, 95 x 135mm, 250mc	₱2,250.00	9	Pack					
51. Laminating Film, A4 Size	₱4,500.00	3	Pack					
52. Log Clip Board With Cover (Long)	₱750.00	5	Piece					
53. Marker, Flourescent, Assorted Colors	₱1,800.00	30	Piece					
54. Marker, Permanent, Assorted Colors	₱1,200.00	20	Piece					
55. Marker, White Board, Assorted Colors	₱1,300.00	20	Piece					
56. Moistener	₱880.00	16	Piece					
57. Paper Board Cutter Small	₱700.00	1	Unit					
58. Paper Clamp, Big	₱2,340.00	12	Unit					
59. Paper Clamp, Small	₱1,100.00	20	Unit					
60. Paper Clip, Jumbo	₱600.00	20	Box					
61. Paper Clip, Small	₱500.00	20	Box					
62. Paper Cutter A3 Wood Base with Paper Adjuster	₱1,750.00	1	Unit					
63. Paper Fastener, Metal	₱1,375.00	25	Box					





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64. Paper Fastener, Plastic Coated	₱1,250.00	25	Box					
65. Paper Fastener, Plastic Coated, Long	₱170.00	2	Box					
66. Paper Fastener, Stainless, Long	₱390.00	2	Box					
67. Paper Puncher	₱2,200.00	10	Piece					
68. Pencil #2	₱4,320.00	36	Box					
69. Pencil Sharpener, Table	₱1,200.00	3	Unit					
70. Philippine Flag 3x5	₱3,750.00	15	Piece					
71. Photo Paper, A4	₱2,400.00	20	Pack					
72. Plastic Envelope, Hard, Various Colors	₱850.00	10	Piece					
73. Post-It Notes with Lines, 3x5	₱950.00	10	Pad					
74. Post-It Notes with Lines, 6x5	₱1,300.00	10	Pad					
75. Post-It Notes, 3x2	₱450.00	10	Pad					
76. Post-It Notes, 3x3	₱550.00	10	Pad					
77. Push Pin	₱270.00	9	Box					
78. Record Book (150 pages)	₱750.00	15	Piece					
79. Record Book (300 pages)	₱1,275.00	15	Piece					
80. Record Book (500 pages)	₱1,800.00	15	Piece					
81. Ring Binder 1"	₱570.00	15	Piece					
82. Ring Binder ½"	₱825.00	15	Piece					
83. Ring Binder ¾"	₱450.00	15	Piece					
84. Rubber Band, 70mm min. lay flat length #18, Big	₱2,850.00	15	Box					
85. Rubber Band, Small	₱510.00	6	Box					
86. Rubber Eraser	₱450.00	15	Piece					
87. Ruler, 12"	₱825.00	15	Piece					
88. Ruler, Stainless, 18"	₱360.00	3	Piece					
89. Scissors 8", Heavy Duty	₱1,425.00	15	Piece					
90. Scientific Calculator, 552 Functions, Solar	₱1,900.00	1	Unit					
91. Sign Pen, Black, 0.5	₱1,575.00	45	Piece					
92. Sign Pen, Blue, 0.5	₱2,450.00	70	Piece					





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93. Sign Pen, Red, 0.5	₱875.00	25	Piece					
94. Sign Pen, Black, 0.7	₱1,400.00	40	Piece					
95. Sign Pen, Blue, 0.7	₱3,500.00	100	Piece					
96. Stamp Pad Ink, Assorted Colors, 30mL	₱275.00	5	Piece					
97. Staple Wire #35	₱1,100.00	20	Box					
98. Staple Wire Remover, Plier Type	₱1,125.00	15	Piece					
99. Stapler #35 With Pincher	₱2,800.00	10	Piece					
100. Stapler #10	₱360.00	3	Piece					
101. Steno Notebook	₱825.00	15	Piece					
102. Stick On Notes "Sign Here", Z Type Film Indexes, Size: 10 x 48mm	₱2,550.00	15	Pack					
103. Sticker Photo Paper, A4	₱2,600.00	20	Pack					
104. Tape Dispenser	₱1,400.00	4	Piece					
105. Tape, Masking, 1"	₱450.00	10	Piece					
106. Tape, Masking, 2"	₱850.00	10	Piece					
107. Tape, Packing, 2"	₱1,950.00	30	Piece					
108. Tape, Transparent, 1"	₱750.00	30	Piece					
109. Tape, Transparent, 2"	₱1,950.00	30	Piece					
110. Thumbtacks	₱45.00	3	Box					
111. Typewriter Electric Ribbon	₱390.00	2	Piece					
112. Typewriter Electric, Eraser	₱950.00	1	Piece					
113. White Board 3' x 5'	₱2,600.00	1	Unit					
114. White Board Eraser	₱90.00	3	Piece					
115. Computer Ink DCP-T710W-BT 5000C	₱1,440.00	3	Bottle					
116. Computer Ink DCP-T710W-BT 5000M	₱1,440.00	3	Bottle					
117. Computer Ink DCP-T710W-BT 5000Y	₱1,440.00	3	Bottle					
118. Computer Ink DCP-T710W-BT 5000BK	₱2,500.00	5	Bottle					
119. Computer Ink HP 678 - Black	₱2,600.00	4	Bottle					
120. Computer Ink HP - Colored	₱3,250.00	5	Bottle					
121. DVD Rewritable	₱2,600.00	20	piece					



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122. Epson Ink 003: Black	₱17,600.00	55	Bottle					
123. Epson Ink 003: Cyan	₱8,000.00	25	Bottle					
124. Epson Ink 003: Magenta	₱8,000.00	25	Bottle					
125. Epson Ink 003: Yellow	₱8,000.00	25	Bottle					
126. Epson Ribbon LQ2190	₱5,200.00	4	Piece					
127. Epson Ribbon LX310	₱2,750.00	5	Piece					
128. External DVD RW CD Drive, USB Type (Plug and Play)	₱6,000.00	3	Unit					
129. External Hard Drive, 1TB	₱18,000.00	4	Unit					
130. Flash Drive, USB, 8GB	₱2,250.00	5	Unit					
131. Flash Drive, USB, 16GB	₱2,750.00	5	Unit					
132. Flash Drive, USB, 32GB	₱3,250.00	5	Unit					
133. Flash Drive, USB, 64GB	₱3,600.00	3	Unit					
134. HDMI Cable, 5 Meters, Heavy Duty	₱3,000.00	3	Unit					
135. Keyboard	₱2,850.00	3	Unit					
136. Mouse	₱1,350.00	3	Unit					
137. Mouse Pad	₱360.00	2	Unit					
138. OTG (64GB)	₱1,500.00	2	Unit					
139. USB Hub, at least 4-Port, USB, 3.0	₱2,400.00	2	Unit					
140. WIFI Adaptor	₱3,900.00	3	Unit					
<b>TOTAL ABC</b>	<b>₱305,615.00</b>							
<b>GRAND TOTAL:</b>								

**Note: Quotation for each item must not exceed the ABC per item**

\_\_\_\_\_  
Signature over Printed Name  
Supplier/Dealer/Contractor





### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. *Date of Completion/Delivery:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. *Mode and Terms of Payment:* Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LIA) shall rescind 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.

**NOTE: The aforesaid Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.**