



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



**REQUEST FOR QUOTATION  
NO.: RFQ-2023-052**

Date: September 26, 2023

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

Sir/Madam:

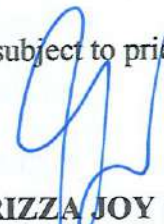
Please quote your best offer (lowest net, price, taxes, and government discount terms included) and submit your Quotation duly signed by you or your duly authorized representative not later than **OCTOBER 2, 2023 at 9:00AM** for:

**Name of the Project** : **SUPPLY AND DELIVERY OF OFFICE AND COMPUTER SUPPLIES FOR THE 2<sup>ND</sup> AND 3<sup>RD</sup> QUARTER OF FY-2023 OF CAAP AREA 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	₱1,400.00	40	Piece					
2. Arc Lever File Long, Vertical, Black 4"	₱8,000.00	50	Piece					
3. Arc Lever File, Long, Horizontal, Black 4"	₱4,000.00	25	piece					



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4. Ballpen (Branded, Black), Ball Point Pen	₱3,750.00	150	Piece					
5. Ballpen (Branded, Blue), Ball Point Pen	₱3,000.00	120	Piece					
6. Ballpen (Branded, Red), Ball Point Pen	₱1,000.00	40	Piece					
7. Ballpen (Ordinary, Black)	₱1,200.00	150	Piece					
8. Ballpen (Ordinary, Blue)	₱2,000.00	250	Piece					
9. Battery "AA", Branded & Heavy Duty	₱4,000.00	100	Piece					
10. Battery "AAA", Branded & Heavy Duty	₱6,400.00	160	Piece					
11. Book Paper, A4, subs. 24, 80gsm	₱51,000.00	200	Ream					
12. Book Paper, Legal, subs. 24, 80gsm	₱42,000.00	150	Ream					
13. Book Paper, Short, 180gsm (10 Sheets)	₱1,500.00	50	Pack					
14. Clearbook, Legal	₱2,400.00	40	Unit					
15. Columnar Pad, 16 cols., Yellow	₱720.00	6	Pad					
16. Continuous Paper 11 x 9-1/2, sub. 16, 2ply	₱6,500.00	5	Box					
17. Correction Tape, 10m	₱4,500.00	100	Piece					
18. Diamond Gel Pen	₱180.00	12	Piece					
19. Double Sided Tape 1" With Foam	₱5,000.00	50	Piece					
20. DTR/Punch Card	₱9,900.00	20	Pack					
21. Duct Tape 2"	₱2,700.00	30	Piece					
22. Envelope, Brown, Long	₱12,000.00	2000	Piece					
23. Envelope, Expandable, Brown, Long	₱6,000.00	300	Piece					
24. Flight Strips	₱2,000.00	2000	Piece					
25. Folder, Expandable, Long	₱4,000.00	200	Piece					
26. Folder, Long, at least 16 pts. Thickness (White Inside, Brown Outside)	₱5,600.00	800	Piece					
27. Laminating Film, 95 x 135mm, 250mc	₱4,410.00	18	Pack					
28. Laminating Film, A4 Size	₱4,200.00	3	Pack					
29. Log Clip Board With Cover (Long)	₱1,150.00	10	Piece					
30. Marker, Fluorescent, Assorted Colors	₱2,400.00	60	Piece					
31. Marker, Permanent, Assorted Colors	₱2,400.00	40	Piece					



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32. Marker, White Board, Assorted Colors	₱2,400.00	40	Piece					
33. Moistener	₱900.00	20	Piece					
34. Paper Clip, Jumbo	₱1,120.00	40	Box					
35. Paper Clip, Small	₱800.00	40	Box					
36. Paper Puncher	₱1,020.00	6	Unit					
37. Pencil #2	₱2,760.00	24	Box					
38. Pencil Sharpener, Table	₱2,280.00	6	Unit					
39. Philippine Flag 3x5	₱6,900.00	30	Piece					
40. Photo Paper A4	₱3,800.00	40	Pack					
41. Post-It Notes 3x2	₱900.00	20	Pad					
42. Post-It Notes 3x3	₱1,000.00	20	Pad					
43. Record Book 150pages	₱1,950.00	30	Piece					
44. Record Book 300pages	₱2,550.00	30	Piece					
45. Record Book 500pages	₱4,350.00	30	Piece					
46. Rubber Band, 70mm min lay flat length #18, Big	₱1,850.00	10	Box					
47. Rubber Band, Small	₱750.00	10	Box					
48. Scissors 8", Heavy Duty	₱950.00	10	Piece					
49. Sign Pen, Black 0.5	₱2,700.00	90	Piece					
50. Sign Pen, Blue 0.5	₱4,200.00	140	Piece					
51. Sign Pen, Red 0.5	₱1,500.00	50	Piece					
52. Sign Pen, Black 0.7	₱2,400.00	80	Piece					
53. Sign Pen, Blue 0.7	₱6,000.00	200	Piece					
54. Staple Wire #35	₱1,000.00	20	Box					
55. Staple Wire Remover, Plier Type	₱510.00	6	Unit					
56. Stapler #35 With Pincher	₱2,700.00	10	Unit					
57. Stenno Notebook	₱1,750.00	50	Piece					
58. Stick On Notes "Sign Here", Z Type Film Indexes, Size: 10 x 48mm, 20 sheets x 5 pads	₱6,000.00	50	Pack					
59. Tape Dispenser	₱1,500.00	4	Unit					



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60. Tape, Masking 1"	₱1,350.00	30	Piece					
61. Tape, Masking 2"	₱2,550.00	30	Piece					
62. Tape, Packing 2"	₱6,000.00	100	Piece					
63. Tape, Transparent 1"	₱2,300.00	100	Piece					
64. Tape, Transparent 2"	₱5,500.00	100	Piece					
65. Computer Ink DCP-T710W-BT 5000C	₱12,000.00	25	Bottle					
66. Computer Ink DCP-T710W-BT 5000M	₱12,000.00	25	Bottle					
67. Computer Ink DCP-T710W-BT 5000Y	₱12,000.00	25	Bottle					
68. Computer Ink DCP-T710W-BT D60 BK	₱16,800.00	35	Bottle					
69. Computer Ink HP 678-Black	₱2,600.00	4	Bottle					
70. Computer Ink HP 678-Colored	₱1,950.00	3	Bottle					
71. AVR	₱3,750.00	5	Unit					
72. DVD-RW	₱3,600.00	30	Piece					
73. Epson Ink 003: Black	₱12,400.00	40	Bottle					
74. Epson Ink 003: Cyan	₱7,750.00	25	Bottle					
75. Epson Ink 003: Magenta	₱7,750.00	25	Bottle					
76. Epson Ink 003: Yellow	₱7,750.00	25	Bottle					
77. Epson Ribbon LQ2190	₱18,400.00	8	Piece					
78. Epson Ribbon LX310	₱1,425.00	5	Piece					
79. Flash Drive, USB, 8GB	₱2,820.00	6	Unit					
80. Flash Drive, USB, 16GB	₱3,420.00	6	Unit					
81. Flash Drive, USB, 32GB	₱4,020.00	6	Unit					
82. Flash Drive, USB, 64GB	₱7,620.00	6	Unit					
83. WIFI Adaptor 150MBS	₱3,900.00	6	Unit					
<b>TOTAL ABC</b>	<b>₱431,505.00</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.**