



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION
NO.: RFQ-2022-077

Date: November 4, 2022

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 November 9, 2022 at 9:00AM for:

Name of the Project : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 3RD AND 4TH QUARTER OF YEAR 2022 AT 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. 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:

- The following documents must be attached upon submission of the Quotation:
 - Mayor's Permit
 - PhilGEPS Certificate of Registration
- All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- 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 (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. Arc Lever File Long, Vertical , Black 4”	₱8,820.00	35	Piece					
2. Ballpen (Branded, Black)	₱2,100.00	100	Piece					
3. Ballpen (Branded, Blue)	₱3,150.00	150	Piece					
4. Ballpen (Branded, Red)	₱420.00	20	Piece					
5. Ballpen (Ordinary, Black)	₱2,000.00	200	Piece					



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6. Ballpen (Ordinary, Blue)	₱3,000.00	300	Piece					
7. Battery “AA”, Branded	₱2,250.00	50	Piece					
8. Battery “AAA”, Branded	₱2,250.00	50	Piece					
9. Board Paper, Multi-Purpose, 8.5 x 11 (180gsm/200gsm)	₱3,700.00	100	Pack					
10. Book Paper A4, subs. 24, 80gsm	₱13,475.00	55	Ream					
11. Book Paper Long, subs. 24	₱19,125.00	75	Ream					
12. Columnar Pad (Yellow Sheet, 16 cols)	₱900.00	10	Pad					
13. Correction Tape, 10m	₱4,500.00	100	Piece					
14. Cutter (Big)	₱1,908.00	12	Piece					
15. Diamond Gel Pen	₱1,200.00	12	Piece					
16. Double Sided Tape 1”, Heavy Duty with Foam	₱4,725.00	45	Roll					
17. Duct Tape 2”	₱1,740.00	20	Roll					
18. Envelope, Brown, Long	₱1,200.00	150	Piece					
19. Envelope, Expandable, Brown, Long	₱2,200.00	100	Piece					
20. Flight Strips	₱1,400.00	1400	Piece					
21. Folder, Expandable, Long	₱800.00	40	Piece					
22. Folder, Long, at least 16 pts. Thickness (White Inside and Brown Outside)	₱28,500.00	1500	Piece					
23. Journal, General	₱168.00	3	Piece					
24. Journal, Purchases (VAT)	₱186.00	3	Piece					
25. Journal, Sales (VAT)	₱186.00	3	Piece					
26. Laminating Film, 95 x 135mm, 250mc	₱1,050.00	2	Box					
27. Laminating Film, A4 Size	₱2,340.00	3	Box					
28. Marker, Fluorescent, Assorted Colors	₱2,160.00	48	Piece					
29. Marker, Permanent (Black and Blue)	₱10,020.00	60	Piece					
30. Moistener	₱200.00	5	Piece					
31. Paper Clip, Jumbo	₱300.00	10	Box					
32. Paper Clip, Small	₱200.00	10	Box					
33. Record Book (150 pages)	₱560.00	10	Piece					
34. Record Book (300 pages)	₱870.00	10	Piece					



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35. Record Book (500 pages)	₱2,775.00	25	Piece					
36. Scissors 8", Heavy Duty	₱640.00	5	Piece					
37. Sign Pen, Black, 0.5	₱1,944.00	24	Piece					
38. Sign Pen, Black, 0.7	₱1,944.00	24	Piece					
39. Sign Pen, Blue, 0.5	₱6,804.00	84	Piece					
40. Sign Pen, Blue, 0.7	₱9,720.00	120	Piece					
41. Sign Pen, Red, 0.5	₱1,944.00	24	Piece					
42. Staple Wire #35	₱4,236.00	12	Box					
43. Stick On Notes "Sign Here", Z Type Film Indexes, Size: 10 x 48mm, 20 sheets x 5 pads	₱6,000.00	30	Pack					
44. Tape Dispenser	₱1,076.00	4	Piece					
45. Tape, Masking 1"	₱560.00	10	Piece					
46. Tape, Masking 2"	₱870.00	10	Piece					
47. Tape, Packing 2"	₱1,350.00	30	Piece					
48. Tape, Transparent ½"	₱300.00	12	Roll					
49. Tape, Transparent 1"	₱1,440.00	48	Roll					
50. Tape, Transparent 2"	₱1,620.00	36	Roll					
51. DVD Rewriteable (With Case)	₱2,130.00	30	Piece					
52. Epson Ink 003: Black	₱8,208.00	24	Bottle					
53. Epson Ink 003: Cyan	₱4,104.00	12	Bottle					
54. Epson Ink 003: Magenta	₱4,104.00	12	Bottle					
55. Epson Ink 003: Yellow	₱4,104.00	12	Bottle					
56. Flash Drive USB, 4GB	₱1,025.00	5	Piece					
57. Flash Drive USB, 8GB	₱1,325.00	5	Piece					
58. Flash Drive USB, 16GB	₱780.00	2	Piece					
59. Flash Drive USB, 32GB	₱1,042.00	2	Piece					
60. HDMI Cable (3 meters)	₱1,656.00	3	Piece					
TOTAL ABC	₱199,304.00							
GRAND TOTAL:								

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 aforecited 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.