



03 May 2023
Date

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the **Civil Aviation Authority of the Philippines (CAAP), Area Center V**, in connection with the implementation of the **Supply And Delivery Of Various Office Supplies At Bicol International Airport (For May & June 2023)** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee (BAC) **not later than 2:00 pm on 12 May 2023** at the **CAAP's physical address at the BAC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay**.

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
1	Gal	40	Alcohol, 70% Solution		
2	Btl	10	Alcohol, 70% Solution, 500ml		
3	Pc	200	Ballpen, Ballpoint, Fine, 0.5 Black		
4	Pc	120	Ballpen, Ballpoint, Fine, 0.5 Blue		
5	Pc	40	Ballpen, Ballpoint, Fine, 0.5 Red		
6	Pc	20	Table Stand Ballpen, With String, Black		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL	
Continuation						
7	Pc	10	Battery Size 9V, Alkaline			
8	Pc	24	Battery Size AA, Alkaline 2's			
9	Box	10	Binder Clip 3/4"			
10	Box	10	Binder Clip 1 1/4"			
11	Box	15	Binder Clip 1"			
12	Box	10	Binder Clip 2"			
13	Ream	150	Bond Paper, 80gsm, size 210mmx297mm (A4)			
14	Ream	20	Bond Paper, 80gsm, size 216mmx279mm (Short)			
15	Ream	75	Bond Paper, 80gsm, size 216mmx330mm (Legal)			
16	Pc	2	Calculator, 14 digits cap			
17	Pc	200	Clear Folder, Long Heavy Weight, 14 PTS			
18	Pc	10	Clipboard Folder, Long, With Cover			
19	Pc	40	Correction Tape 5mm x 10m			
20	Roll	2	Caution Tape			
21	Pc	20	Data File Box			
22	Box	10	Disposable Paper Cups, 8 oz. (Plain), 1,000/Box			

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
23	Roll	12	Double Sided Tape 1"		
24	Roll	6	Double Sided Tape with Foam 1"		
25	Roll	24	Duct Tape		
26	Pc	50	Envelope, Expanding, with Tie for Legal size docs		
27	Pc	100	Envelope, Documentary for Legal size docs		
28	Pc	20	Envelope, Documentary for Short size docs		
29	Pc	50	Expanding Folder, Pressboard, Long Size		
30	Set	10	File Tab Divide, Legal 5's		
31	Pc	50	Folder A4, 14 pts (\pm 1mm)		
32	Pc	200	Folder Long, 14 pts (\pm 1mm)		
33	Pc	50	Folder Short, 14 pts (\pm 1mm)		
34	Pc	6	Knife Cutter, Big		
35	Roll	4	Laminating Film 300 mic		
36	Roll	24	Masking Tape, 1"		
37	Roll	24	Masking Tape, 2"		
38	Roll	12	Packaging Tape		
39	Box	20	Paper Clip, 50MM		
40	Box	20	Paper Clip, 33MM		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
41	Box	20	Paper Fastener, Metal, 7 cm		
42	Doz	4	Pencil		
43	Box	2	PVC Cover 200mic A4		
44	Box	2	PVC Cover 200mic Long		
45	Pc	10	Record Book, 300 pages		
46	Pc	10	Record Book, 500 pages		
47	Pc	4	White Glue, All Purpose		
48	Pc	2	Wall Clock Analog		
49	Pack	10	Photopaper Glossy 210gsm 20's		
50	Box	2	Rubber Band, Big		
51	Box	10	Rubber Band, Small		
52	Pc	10	Scissors, Medium		
53	Pr	50	Shoe Lace		
54	Pc	12	Signpen, Refill, Black		
55	Pc	12	Signpen, Refill, Blue		
56	Pc	36	Signpen, Black, Liquid Gel/Ink		
57	Pc	24	Signpen, Blue, Liquid Gel/Ink		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
Continuation					
58	Pc	12	Signpen, Green, Liquid Gel/Ink		
59	Pc	10	Spiral Ring Binder, 1/2"		
60	Pc	10	Spiral Ring Binder, 3/4"		
61	Pc	10	Spiral Ring Binder, 1 1/2"		
62	Pc	10	Spiral Ring Binder, 1"		
63	Pc	24	Philippine Flag 6' x 3'		
64	Pc	6	Stapler #35 H/D		
65	Pack	30	Sticker Paper, A4 Size		
66	Pad	10	Sticky Notepad, 3 x 1		
67	Pad	10	Sticky Notepad, 3 x 3		
68	Pad	10	Sticky Notepad, 3 x 4		
69	Pc	50	Storage Box Assemble		
70	Roll	30	Transparent Tape 1"		
71	Roll	12	Transparent Tape 2"		
TOTAL AMOUNT OF QUOTATION					
<i>x-x-x-x- Nothing Follows-x-x-x-x-x</i>					

Quotations not accompanied by Current Mayor's/Business Permit, and Phil-GEPS Registration Number, shall be automatically disqualified. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

Quotations must be delivered to the **Civil Aviation Authority of the Philippines, Area Center V** at its physical address at the **BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay** not later than **2:00 p.m. on 12 May 2023**. Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. **Online submission is not allowed and late quotations shall not be accepted.** All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply And Delivery Of Various Office Supplies At Bicol International Airport (For May & June 2023)**.

The Approved Budget for the Contract (ABC) is **Two Hundred Forty One Thousand Four Hundred Twenty Pesos (Php 241,420.00)**. No. of Days to Complete: **Seven (7) days**.

Very truly yours,


NEILITO V. LUPANGO
 Chairperson, Bids and Awards Committee

MR. NEILITO V. LUPANGO

Chairperson, Bids and Awards Committee
 Civil Aviation Authority of the Philippines
 Bicol International Airport, Daraga, Albay

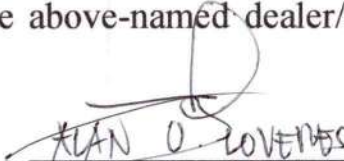
Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

 Signature Over Printed Name of Dealer/Supplier

 TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply And Delivery Of Various Office Supplies At Bicol International Airport (For May & June 2023)** project to the above-named dealer/supplier in accordance with the existing regulations.


 Canvasser