



Republic of the Philippines  
CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES



04 September 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 September & October 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 11 September 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, Spray Bottle		
3	Pc	150	Ballpen, Ballpoint, Fine, Black		
4	Pc	100	Ballpen, Ballpoint, Fine, Blue		
5	Pc	40	Ballpen, Ballpoint, Fine, Red		
6	Pc	24	Battery, AA, Alkaline 2's		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
7	Pc	10	Binder Clip 3/4"		
8	Pc	10	Binder Clip 1"		
9	Ream	150	Bond Paper, 80gsm, size 210mmx297mm (A4)		
10	Ream	10	Bond Paper, 80gsm, size 216mmx279mm (Short)		
11	Ream	75	Bond Paper, 80gsm, size 216mmx330mm (Legal)		
12	Pc	300	Clear Folder, Long Heavy Weight, 14 PTS		
13	Pc	10	Clipboard Folder, Long, With Cover		
14	Pc	60	Correction Tape 5mm x 10m		
15	Box	5	Disposable Paper Cups, 8 oz. (Plain), 1,000/Box		
16	Roll	12	Double Sided Tape 1"		
17	Roll	6	Double Sided Tape with Foam 1"		
18	Pc	100	Envelope, Expanding, with Tie for Legal size docs		
19	Pc	50	Envelope, Documentary for Legal size docs		
20	Pc	50	Expanding Folder, Pressboard, Long Size		
21	Pc	20	Fluorescent Marker Highlighter, Assorted Color		
22	Pc	300	Folder Long, 14 pts Min. (± 1mm)		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
23	Roll	2	Laminating Film 250 mic		
24	Roll	12	Masking Tape, 1"		
25	Roll	12	Masking Tape, 2"		
26	Pc	10	Official Record Book, 500 pages		
27	Pc	10	Official Record Book, 300 pages		
28	Pack	10	Photopaper Glossy 210gsm 20's		
29	Pair	6	Scissors, Medium		
30	Doz	2	Signpen, Black, Liquid Gel/Ink		
31	Doz	2	Signpen, Blue, Liquid Gel/Ink		
32	Doz	1	Signpen, Green, Liquid Gel/Ink		
33	Doz	1	Signpen, Orange, Liquid Gel/Ink		
34	Doz	1	Signpen Refill, Black		
35	Pc	10	Spiral Ring Binder, 3/4"		
36	Box	10	Staple Wire #35 H/D (5,000 pcs./box)		
37	Pack	20	Sticker Paper, A4 Size		
38	Pad	20	Sticky Note Tab		
39	Pad	10	Sticky Notepad, 3 x 3		
40	Pad	10	Sticky Notepad, 3 x 4		

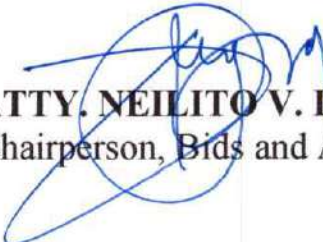
ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
41	Pc	50	Storage Box Assemble (Blue)		
42	Roll	40	Transparent Tape 1"		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<i>x-x-x-x- Nothing Follows-x-x-x-x-x</i>					

**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 11 September 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 September & October 2023)**.

The Approved Budget for the Contract (ABC) is **One Hundred Fifty Six Thousand Nine Hundred Thirty Pesos (Php 156,930.00)**. No. of Days to Complete: **Seven (7) days.**

Very truly yours,

  
**ATTY. NEILITO V. LUPANGO**  
 Chairperson, Bids and Awards Committee

**ATTY. 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

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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 September & October 2023)** project to the above-named dealer/supplier in accordance with the existing regulations.

  
\_\_\_\_\_  
Canvasser

Admin. Bldg., CAAP, Bicol International Airport, Daraga, Albay, Philippines, 4501

**BAC Office Tel Nos.: 0906-410-2901**

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