



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

**REQUEST FOR QUOTATION
NO.: RFQ-2021-052**

Date: **September 10, 2021**

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 **September 15, 2021 at 2:00PM** for:

Name of the Project : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR USE OF CAAP AREA CENTER I**
Location : **Laoag International Airport, Laoag City**
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:

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.

(Original Signed)
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) (PER ITEM) | OFFER* | | | | | | REMARKS |
|--|--|-----------|--------------|------------|-------------|--|----|---------|
| | | PRICE | | | | Compliance w/ Technical Specifications | | |
| | | QTY | UNIT | Unit Price | Total Price | Yes | No | |
| 1. Arc Lever File, 1" Thick, A4 | ₱3,500.00 | 14 | Piece | | | | | |
| 2. Arc Lever File, 2" Thick, A4 | ₱3,500.00 | 14 | Piece | | | | | |
| 3. Arc Lever File, A4, Vertical, Black | ₱1,170.00 | 9 | Piece | | | | | |
| 4. Arc Lever File, Long, 1" | ₱4,000.00 | 16 | Piece | | | | | |
| 5. Arc Lever File, Long, 2" | ₱11,250.00 | 45 | Piece | | | | | |
| 6. Arc Lever File, Long, 3" | ₱900.00 | 3 | Piece | | | | | |



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| 7. Arc Lever File, Long, 4” | ₱9,000.00 | 30 | Piece | | | | |
| 8. Arc Lever File, Long, Vertical, Black | ₱980.00 | 7 | Piece | | | | |
| 9. Ballpen (Branded, Black) | ₱5,250.00 | 150 | Piece | | | | |
| 10. Ballpen (Branded, Blue) | ₱5,250.00 | 150 | Piece | | | | |
| 11. Battery “AAA” | ₱2,700.00 | 45 | Piece | | | | |
| 12. Board Paper, Multi-Purpose, 8.5 x 11 | ₱2,500.00 | 25 | Pack | | | | |
| 13. Book Paper, A4, Subs. 24, 80 GSM | ₱97,350.00 | 354 | Ream | | | | |
| 14. Book Paper, Long, Subs. 24 | ₱60,000.00 | 200 | Ream | | | | |
| 15. Book Paper, Short, Subs. 24 | ₱24,900.00 | 83 | Ream | | | | |
| 16. Cash Book | ₱4,200.00 | 7 | Piece | | | | |
| 17. Clearbook, Legal | ₱405.00 | 9 | Piece | | | | |
| 18. Clip, Binder 1-1/4” | ₱330.00 | 11 | Box | | | | |
| 19. Clip, Binder 2-1/2” | ₱220.00 | 11 | Box | | | | |
| 20. Clip, Binder 41mm (1-5/8”) | ₱437.50 | 35 | Box | | | | |
| 21. Columnar Sheet, 16-Column | ₱420.00 | 6 | Pad | | | | |
| 22. Correction Tape, 10M | ₱6,750.00 | 150 | Piece | | | | |
| 23. Cutter | ₱1,440.00 | 12 | Piece | | | | |
| 24. Cutter Blade | ₱660.00 | 11 | Pack | | | | |
| 25. Data File Box | ₱3,900.00 | 39 | Piece | | | | |
| 26. Documents File Folder | ₱400.00 | 4 | Piece | | | | |
| 27. Double Sided Tape 1”, Heavy Duty | ₱6,000.00 | 30 | Roll | | | | |
| 28. DTR (CSC Form #48) | ₱1,470.00 | 49 | Pad | | | | |
| 29. Duct Tape 2” | ₱3,000.00 | 10 | Roll | | | | |
| 30. Envelope, Brown, Long | ₱2,680.00 | 335 | Piece | | | | |
| 31. Envelope, Brown, Medium | ₱1,650.00 | 300 | Piece | | | | |
| 32. Envelope, Business/Mailing, White | ₱3,900.00 | 13 | Box | | | | |
| 33. Envelope, Expandable, Blue, Short | ₱550.00 | 22 | Piece | | | | |
| 34. Envelope, Expandable, Brown, Long | ₱13,500.00 | 300 | Piece | | | | |
| 35. Envelope, Expandable, Red, Long | ₱660.00 | 22 | Piece | | | | |



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| 36. Envelope, Plastic, Long | ₱810.00 | 27 | Piece | | | | | |
| 37. Fillers for Arc Lever Files | ₱5,040.00 | 84 | Piece | | | | | |
| 38. Folder, Expandable, Long | ₱5,040.00 | 168 | Piece | | | | | |
| 39. Folder, Long (Red, Green, Brown) | ₱945.00 | 63 | Piece | | | | | |
| 40. Folder, Short | ₱2,200.00 | 220 | Piece | | | | | |
| 41. Folder, Sliding, Transparent, A4 | ₱325.00 | 13 | Piece | | | | | |
| 42. Folder, Sliding, Transparent, Long | ₱325.00 | 13 | Piece | | | | | |
| 43. ID Clip/Lace | ₱4,200.00 | 210 | Piece | | | | | |
| 44. Index Tab | ₱3,675.00 | 147 | Piece | | | | | |
| 45. Laminating Film, 75 x 110mm, 250Mc | ₱2,500.00 | 5 | Box | | | | | |
| 46. Laminating Film, 95 x 135mm, 250Mc | ₱2,500.00 | 5 | Box | | | | | |
| 47. Log Clip Board with Cover (Long) | ₱6,300.00 | 42 | Piece | | | | | |
| 48. Marker, Permanent, Black | ₱1,860.00 | 31 | Piece | | | | | |
| 49. Marker, White Board, Black | ₱1,860.00 | 31 | Piece | | | | | |
| 50. Paper Board Cutter | ₱2,000.00 | 1 | Piece | | | | | |
| 51. Paper Clamp, Big | ₱1,785.00 | 51 | Piece | | | | | |
| 52. Paper Clamp, Medium | ₱2,124.00 | 118 | Piece | | | | | |
| 53. Paper Clip, Jumbo | ₱457.50 | 15 | Box | | | | | |
| 54. Paper Clip, Small | ₱89.25 | 7 | Box | | | | | |
| 55. Paper Fastener, Metal | ₱1,575.00 | 21 | Box | | | | | |
| 56. Paper Fastener, Plastic Coated | ₱6,600.00 | 132 | Box | | | | | |
| 57. Paper Puncher | ₱2,100.00 | 7 | Unit | | | | | |
| 58. Pencil #2 | ₱3,600.00 | 30 | Dozen | | | | | |
| 59. Philippine Flag 3x6 | ₱4,500.00 | 18 | Piece | | | | | |
| 60. Photo Paper | ₱9,300.00 | 31 | Pack | | | | | |
| 61. Plastic Envelope, Hard, Various Colors | ₱15,000.00 | 30 | Piece | | | | | |
| 62. Push Pins | ₱350.00 | 7 | Box | | | | | |
| 63. PVC Book Cover, A4 | ₱5,250.00 | 7 | Box | | | | | |
| 64. PVC Book Cover, Long | ₱800.00 | 1 | Box | | | | | |



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| 65. Record Book, 150 pages | ₱800.00 | 16 | Piece | | | | | |
| 66. Record Book, 300 pages | ₱4,500.00 | 30 | Piece | | | | | |
| 67. Ring Binder 1” | ₱320.00 | 8 | Piece | | | | | |
| 68. Ring Binder ½” | ₱540.00 | 36 | Piece | | | | | |
| 69. Ring Binder ¾” | ₱1,740.00 | 58 | Piece | | | | | |
| 70. Ring Binder 3-Hole, Long | ₱1,000.00 | 4 | Piece | | | | | |
| 71. Rubber Band, Small | ₱420.00 | 14 | Box | | | | | |
| 72. Rubber Eraser | ₱360.00 | 18 | Piece | | | | | |
| 73. Ruler 12” | ₱360.00 | 9 | Piece | | | | | |
| 74. Ruler 18” | ₱280.00 | 7 | Piece | | | | | |
| 75. Sign Pen, Black, 0.7 | ₱5,120.00 | 64 | Piece | | | | | |
| 76. Sign Pen, Blue, 0.7 | ₱10,640.00 | 133 | Piece | | | | | |
| 77. Stamp Pad Ink, Black | ₱770.00 | 11 | Piece | | | | | |
| 78. Stamp Pad Ink, Red | ₱70.00 | 1 | Bottle | | | | | |
| 79. Stamp with Date and Paid | ₱300.00 | 1 | Piece | | | | | |
| 80. Stamp Wire #10, 12-in-1 | ₱780.00 | 12 | Box | | | | | |
| 81. Staple Wire #35 | ₱1,200.00 | 16 | Box | | | | | |
| 82. Staple Wire Remover, Plier Type | ₱1,900.00 | 19 | Piece | | | | | |
| 83. Stapler #35 with Pincher | ₱5,000.00 | 10 | Piece | | | | | |
| 84. Stapler #10 | ₱525.00 | 7 | Piece | | | | | |
| 85. Sticker Paper, A4 | ₱225.00 | 5 | Pack | | | | | |
| 86. Tape Dispenser | ₱200.00 | 1 | Piece | | | | | |
| 87. Tape, Masking 1” | ₱3,050.00 | 61 | Piece | | | | | |
| 88. Tape, Masking ½” | ₱36.00 | 3 | Piece | | | | | |
| 89. Tape, Packing 2” | ₱1,720.00 | 43 | Piece | | | | | |
| 90. Battery “AAA” | ₱4,200.00 | 84 | Piece | | | | | |
| 91. Computer Ink HP 678-Black | ₱4,500.00 | 6 | Cartridge | | | | | |
| 92. Computer Ink HP 678-Colored | ₱4,500.00 | 6 | Cartridge | | | | | |
| 93. DVD Rewriteable | ₱400.00 | 2 | Box | | | | | |



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| 94. Epson Ink 003: Black | ₱27,600.00 | 92 | Bottle | | | | | |
| 95. Epson Ink 003: Cyan | ₱11,100.00 | 37 | Bottle | | | | | |
| 96. Epson Ink 003: Magenta | ₱11,100.00 | 37 | Bottle | | | | | |
| 97. Epson Ink: Yellow | ₱11,100.00 | 37 | Bottle | | | | | |
| 98. Epson L210 Refill (664 Black) | ₱15,300.00 | 51 | Bottle | | | | | |
| 99. Epson L210 Refill (664 Cyan) | ₱10,200.00 | 34 | Bottle | | | | | |
| 100. Epson L210 Refill (664 Magenta) | ₱10,200.00 | 34 | Bottle | | | | | |
| 101. Epson L210 Refill (664 Yellow) | ₱10,200.00 | 34 | Bottle | | | | | |
| 102. Epson Ribbon LQ2190 | ₱10,400.00 | 8 | Cartridge | | | | | |
| 103. Epson Ribbon LX300 | ₱1,200.00 | 6 | Cartridge | | | | | |
| 104. Epson Ribbon LX310 | ₱8,800.00 | 11 | Cartridge | | | | | |
| 105. External Hard Drive, 1TB | ₱3,500.00 | 1 | Unit | | | | | |
| 106. Flash Drive, USB, 16GB | ₱2,000.00 | 4 | Piece | | | | | |
| 107. Flash Drive, USB, 32GB | ₱2,000.00 | 4 | Piece | | | | | |
| 108. USB Hub, At Least 4-Port, USB 3.0 | ₱400.00 | 1 | Piece | | | | | |
| TOTAL ABC | Php 568,489.25 | | | | | | | |
| 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.