

Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Office of the Bids and Awards Committee Brgy. Ga-ub Cabatuan, Iloilo Telefax: (033) 321 1950 / (033) 329 9500 loc 3266



October 23, 2023

REQUEST FOR QUOTATION

	RFQ.:	BSVP 2023-042
Name of Company:		
Address:		
Business Permit No.:		
TIN No.:		
PhilGEPS Registration No.:		

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation. Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (Business Permit, Annual Income Tax Return/Business Tax, Tax Clearance,Omnibus Sworn Statement, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation and Cooperative, if applicable) not later than October 27, 2023 at 09:00 AM.

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

Supply and Delivery of Office & IT Supplies of CAAP-Caticlan Airport.

(SGD.) ROBERTO B. MONTELIJAO JR.

Procurement Officer

TERMS AND CONDITIONS

- 1. Bidders must provide correct and accurate information required in this form.
- 2. Only authorized representative shall be allowed to sign the Request For Quotation in behalf of the owner/corporation.
- 3. Bidders must quote for all the items.

PROCUREMENT:

- 4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
 5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 7. 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.
- 8. Any interlineations, erasures or overwriting shall be valid only if ther are signed or initiated by you or any of your duly authorized.
- 9. The item/s shall be delivered within Forty Five (45) calendar days for the supply and deliveries upon the receipt of Purchase Order (PO).
- 10. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered withn the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO 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.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION					OFFER							
		Quantity (QTY)		Approved Budget of the Contract	PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS	
					QTY	Unit Price	Total Price		Yes	No		
				PHP 159,12	8.34							
	Common Office Supplies											
1.0	BALLPEN,Faber Casttle, (Black & Blue)	420	pcs									
2.0	BALLPEN, VARIOUS COLORS, 0.4mm needle Dong A My Gel (Black & Blue)	200	pcs									
3.0	CLEAR BOOK, Legal Refill (10 pcs per pack)	15	pack									
4.0	CLIP BOARD, legal with cover	5	pcs.									
5.0	CORRECTION PEN- fluid, papermate	20	pcs									
6.0	CORRECTION TAPE, 5mm x 8m	20	pcs.									
7.0	CUTTER BLADE, 10 pieces per tube	2	boxes									
8.0	CUTTER KNIFE	5	pcs.									
9.0	DYMO (Label Cassette refill 12mmx7m) 1/2" x23' 45013white	6	pcs									
10.0	ENVELOPE, DOCUMENTARY (Brown, Long)	120	pcs.									
11.0	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	30	pcs.									
12.0	ENVELOPE, TRANSPARENT, plastic, Long and Short	30	pcs									
13.0	ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD	3	pcs									
14.0	FASTENER, plastic, 50 sets per box (8.5 inches long)	4	boxes									
15.0	FOLDER, assorted color ,legal size,	75	pcs.									
16.0	Folder white (legal size)	150	pcs									
17.0	GLUE, elmers glue 240ml	6	tubes									
18.0	INK REFILL, permanent, various color	4	bots									
19.0	MARKER, FLOURESCENT, assorted color	24	pcs.									
20.0	MARKER, PERMANENT, fine, various colors	12	pcs.									
21.0	MARKER, PERMANENT, broad, various colors	6	pcs.									
22.0	MARKER, WHITEBOARD, various colors	12	pcs.									
23.0	NOTEPAD, STICK-ON, assorted sizes	12	pcs									
24.0	PAPER CLIP, various sizes,100 pieces/box	6	boxes									
25.0	PAPER, MULTICOPY, 70gsm, size: 210mm x 297mm (A4)	40	reams									
26.0	PAPER, MULTICOPY, 70gsm, size: 216mm x 279mm (legal)	20	reams									
27.0	PAPER, MULTICOPY, 70gsm, size: 216mm x 279mm (letter)	12 reams										
28.0	PAPER, PHOTO, various sizes, waterproof, glossy, 10pcs/pack	10	packs									

		OF				OFFER	ĒR I				
ITEM DESCRIPTION		Quantity (QTY)		Approved Budget of the Contract	PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS
					QTY	Unit Price	Total Price		Yes	No	
29.0	PAPER, SPECIAL, A4, various colors, 10 sheets/pack	5	packs			1110					
30.0	POST-IT, Plastic Label (sign here)	16	packs								
31.0	PUSH PINS, various colors	3	boxes								
32.0	RECORD BOOK, assorted pages, size: 214mm x 278mm min	6	pcs.								
33.0	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	8	pcs.								
34.0	STAMP PAD, Size No. 2 (Purple)	4	nac								
35.0	STAPLE WIRE REMOVER, PLIER TYPE	6	pcs.								
36.0	STAPLE WIRE, No. 10	4	pcs boxes								
37.0	STAPLER, STANDARD TYPE,200 staples min, 1 piece in individual box										
38.0	STICKER PAPER, A4, inkjet, high gloss, 80gsm, 10pcs/pack	6	pcs.								
39.0		30	pack								
40.0	TAPE DOUBLE SUPER Link	3 24	pcs						 		
41.0	TAPE, MASKING, Link		rolls								
42.0	TAPE, MASKING, 1 inch	10	pcs.								
43.0	TAPE, PACKAGING, width: 2" TAPE, TRANSPARENT, 1 inch	10	rolls								
13.0	IT Supplies	10	rolls								
44.0	CANON 810, black	2	pcs								
45.0	CANON 811, colored	2									
46.0	Computer Wireless Mouse (A4Tech)	3	pcs pcs								
47.0	EPSON, various colors Refill (Epson L120) T6641	6	bottles								
48.0	EPSON, various colors Refill (Epson L120) T6642	6	bottles								
49.0	EPSON, various colors Refill (Epson L120) T6643	6	bottles								
50.0	EPSON, various colors Refill (Epson L120)T6644	6	bottles								
51.0	EPSON, various colors Refill (Epson L3156) Black	2	bottles								
52.0	EPSON, various colors Refill (Epson L3156) Cyan	2	bottles								
53.0	EPSON, various colors Refill (Epson L3156) Magenta	2	bottles								
54.0	EPSON, various colors Refill (Epson L3156) Yellow	2	bottles								
55.0	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 (Western Digital)	3	units								
56.0	HP 704 Black	8	cart.								
57.0	HP 704 Tri-Color	8	cart.								
58.0	HP 932 Black	2	cart.								
59.0	HP 933 /cyan	2	cart.								
60.0	HP 933 /magenta	2	cart.								
61.0	HP 933 /yellow	2	cart.								
62.0	Keyboard Wired for PC (USB) (A4tech)	2	pcs								
63.0	RJ45 connector, pass-through modular plug (100 pcs.)	1	rolls								
64.0	RJ45 cable boots, snagless,rubber, blue (100 pcs)	1	pack								
65.0	Telephone Set	1	pack								
66.0	Telephone Set (Wall Type keypad not on the handset)	2	units								
67.0	TONER KIT- Kyocera TK-100	2	units								
68.0	TONER, Ineo 116 photocopier (box of 2)	2	cart.								
69.0	TONER- Ineo, 118 (box of 2)	2	box								
70.0	UNINTERRUPTIBLE POWER SUPPLY, 325 watts/650VA	2	box								
71.0	USB Independent Battery Chrager (Li-Ion 3.7V 18650 4 slots)	2	units								
72.0	velcro straps, 10mm x 5 meters	1	unit								
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	TOTAL										

Signature over Printed Name						
Cor	ntact Number (Landline and/ or Ce	ellphone N	(os)/Email	Address	-	
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