



REQUEST FOR QUOTATION

Date: October 3, 2023
 RFQ: BSVP 2023-042

Name of Company: _____
 Address: _____
 Business Permit No.: _____
 TIN No.: _____
 PhilGEPS Registration No.: _____

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

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 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 10, 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.

(SGD.) ROBERTO B. MONTELIJAO JR.
 Procurement Officer

TERMS AND CONDITIONS:

- Bidders must provide **correct and accurate** information required in this form.
- Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- Bidders must quote for all the items.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative's
- The item/s shall be delivered within **Forty Five (45)** calendar days for the supply and deliveries upon the receipt of Purchase Order (PO).
- The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within 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	Quantity (QTY)	Approved Budget of the Contract	OFFER					REMARKS	
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes		No
			PHP 159,128.34						
Common Office Supplies									
1.0 BALLPEN, Faber Castle, (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, PENCIL, FOR BLACKBOARD OR	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								

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER						REMARKS
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes	No	
27.0	PAPER, MULTICOPY, 70gsm, size: 216mm x 279mm (letter)	12	reams						
28.0	PAPER, PHOTO, various sizes, waterproof, glossy, 10pcs/pack	10	packs						
29.0	PAPER, SPECIAL, A4, various colors, 10 sheets/pack	5	packs						
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	pcs.						
35.0	STAPLE WIRE REMOVER, PLIER TYPE	6	pcs						
36.0	STAPLE WIRE, No. 10	4	boxes						
37.0	STAPLER, STANDARD TYPE, 200 staples min, 1 piece in individual box	6	pcs.						
38.0	STICKER PAPER, A4, inkjet, high gloss, 80gsm, 10pcs/pack	30	pack						
39.0	TAPE DISPENSER, TABLE TOP	3	pcs						
40.0	TAPE, DOUBLE-SIDED, 1 inch	24	rolls						
41.0	TAPE, MASKING, 1 inch	10	pcs.						
42.0	TAPE, PACKAGING, width: 2"	10	rolls						
43.0	TAPE, TRANSPARENT, 1 inch	10	rolls						
	IT Supplies								
44.0	CANON 810, black	2	pcs						
45.0	CANON 811, colored	2	pcs						
46.0	Computer Wireless Mouse (A4Tech)	3	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						
	TOTAL								

Signature over Printed Name

Contact Number (Landline and/ or Cellphone Nos)/Email Address