



29 September 2023  
Date

REQUEST FOR QUOTATION

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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, Bicol International Airport in connection with the implementation of the **Supply And Delivery Of Office Equipment At Bicol International Airport – 7th SVP** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **05 October 2023** at **2:00 pm** at the BAC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay

ITEM NO.	UNIT	QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1	Unit	1	<b>Heavy Duty Paper Shredding Machine</b> <ul style="list-style-type: none"><li>- Cross-cut centralized office paper shredder</li><li>- With automatic oiler</li><li>- Continuous shredding operation for paper, credit cards, staples, paper clips, CD's, DVD's</li><li>- 30-Liter shred bin</li><li>- 16 sheet shredder capacity</li><li>- With electronic capacity control monitoring to prevent paper jams</li></ul>		
2	Unit	2	<b>Heavy Duty Paper Laminating Machine</b> <ul style="list-style-type: none"><li>- A3 size with reverse function</li><li>- Hot &amp; cold roll laminator</li><li>- 2-3mm laminating thickness</li><li>- 13inch laminating width</li><li>- Weight: 10Kgs.</li></ul>		

ITEM NO.	UNIT	QTY.	DESCRIPTION	UNIT PRICE	TOTAL
<i>Continuation</i>					
3	Unit	2	<b>Heavy Duty Spiral Binding Machine</b> <ul style="list-style-type: none"><li>- Minimum of 15 sheets (80g) punching capacity</li><li>- 24 holes</li><li>- For A4 and Long size paper</li><li>- Paper Margin: 2.5 / 4.5 / 6.5mm</li><li>- Distance between holes: 14.3cm</li><li>- Net Weight: 9.1kg</li><li>- Metal base 24 release pins</li><li>- Adjustable Paper margin</li><li>- Overall Metal covers, die casting base</li></ul> <i><u>Note:</u></i> <i>All items should be covered with One (1) year Warranty Coverage</i>		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<b>***nothing follows***</b>					

*The Approved Budget for the Contract (ABC) for One (1) Unit Heavy Duty Paper Shredding Machine, inclusive of delivery cost, to Bicol International Airport is TWENTY-SIX THOUSAND FIVE HUNDRED PESOS (Php26, 500.00). Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.*

*The Approved Budget for the Contract (ABC) for Two (2) Units Heavy Duty Laminating Machine, inclusive of delivery cost, to Bicol International Airport is SIXTEEN THOUSAND TWO HUNDRED FORTY PESOS (Php16,240.00). Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.*

*The Approved Budget for the Contract (ABC) for two (2) Units Heavy Duty Spiral Binding Machine, inclusive of delivery cost, to Bicol International Airport is TWENTY-NINE THOUSAND FIVE HUNDRED SIXTY PESOS (Php29, 560.00). Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.*



The Approved Budget for the Contract (ABC) for the three (3) items is **SEVENTY TWO THOUSAND THREE HUNDRED PESOS (Php 72,300.00).**  
No. of Days to Complete: **Thirty (30) CALENDAR DAYS including delivery period to Bicol International Airport.**

**Partial bids are not allowed. The items are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding and contract award, therefore, ONLY A SINGLE CONTRACT SHALL BE AWARDED.**

**Any quotation that exceeds the ABC of the ITEM/S shall be automatically disqualified. Accordingly, any TOTAL AMOUNT OF QUOTATION that exceeds the TOTAL ABC for the three (3) items shall be automatically disqualified.**

**Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, and Brochures/pictures indicating brand name and specification of the goods offered 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 sites if the contract is awarded. Quotations must be delivered to the Civil Aviation Authority of the Philippines, Area Center V **not later than 2:00 p.m. on 05 October 2023** at its physical address at the BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay. **Online submission is not allowed and late submission shall not be accepted.**

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. 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 Office Equipment At Bicol International Airport – 7th SVP.**

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.

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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 Office Equipment At Bicol International Airport – 7th SVP.** project to the above-named dealer/supplier in accordance with the existing regulations.

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Canvasser

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

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

Tel. Hotline Nos.: 0945-341-6603/ 0929-461-2407/(052)742-3321

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