



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

REQUEST FOR QUOTATION

Date: March 3, 2021
 RFQ.: BSVP 2021-004

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

PROCUREMENT: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR FEBRUARY TO APRIL 2021 AT ILOILO INTERNATIONAL 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 Return/Tax Clearance, Omnibus Sworn Statement, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation**) not later than **March 9, 2021**, 2021 at 9:15 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.) ATTY. FRANCES SHANELLE G. SALINAS
 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.
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 they are signed or initiated by you or any of your duly authorized representative/s.
9. The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of purchase order.
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 (0.001%) 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 Pls. Indicate Brand	
			PRICE			Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price	Yes		No
		PHP 221,954.00						
1 Arch File, 2 hole, royal blue, landscape, long size	39 pcs							
2 Arch File, 2 hole, Red, landscape, long size	3 pcs							
3 Arch File, 2 hole, maroon, landscape, long size	33 pcs							
4 Arch File, 2 hole, green, landscape, long size	10 pcs							
5 Arch File, 2 hole, Navy blue, landscape, long size	16 pcs							
6 Ballpen (Stick on Stand) Black	50 pcs							
7 Ballpen 0.5 mm Blue (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)	36 pcs							
8 Ballpen 0.5 mm Black (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)	60 pcs							
9 Ballpen 0.5 mm Black (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	60 pcs							
10 Ballpen 0.5 mm Blue (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	36 pcs							
11 Bond Paper A4 20gsm 500 sheets per ream	150 reams							
12 Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	100 reams							
13 Bond Paper long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	80 reams							
14 Binder Clips 1 1/4 inch(12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	36 packs							
15 Binder Clips 3/4 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	36 packs							
16 Brown Envelope long	200 pcs							
17 Brown Envelope short	100 pcs							
18 Calculator; 2 digits display, Front Panel Metal Coating, Battery power Big Display, Memory Functions, Up to 4 Decimal Support, High Quality Plastic Construction and Keys, OFF Key, Double Zero with Rounding Function Support, Dimensions (WxLxH): 192 x 147 x 42 mm	6 pcs							

	ITEM DESCRIPTION	Quantity (QTY)		Approved Budget of the Contract	OFFER					
					PRICE			Compliance with Technical Specifications (Please Check)		REMARKS Pls. Indicate Brand
					QTY	Unit Price	Total Price	Yes	No	
19	Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m	120	pcs							
20	Document/File Box Double, Red, legal, data file box made of chipboard	4	pcs							
21	Document/File Box Double with cover , Royal blue, legal, data file box made of chipboard	8	pcs							
22	Double Sided tissue Tape; Raw materials: tissue, acrylic adhesive	24	rolls							
23	Double Sided FoamTape; Strong double-sided from tape. Foam type, Use for most type of walls, Ideal for mounting, picture, posters, and signs without nails. Also available foam tape with oil base for non stick and easy to cut the tape. 25mmx25mm	24	rolls							
24	Duct Tape 2'x 25 meters	12	rolls							
25	Rubber Eraser; Comfort quality for high-quality erasing performance Minimal crumbling. Protective cellophane wrapper with practical tear-and-open strip. Sliding sleeve for convenient handling. Phthalate and latex free, 43 x 19 x 13 mm	6	pcs							
26	Expanded Envelope (long) yellow	200	pcs							
27	Expanded Envelope (long) red	200	pcs							
28	Filing Folder white long	300	pcs							
29	Filing Folder white short	200	pcs							
30	ID Case; Universal plastic transparent id card holder (tucked in) Business cards up to 55x90 mm	1000	pcs							
31	Laminating Film A3; Thermoformability: the sheet can be thermoformed easily on typical vacuum and pressure thermofoming machine; (12") x 50 x 250 microns	3	rolls							
32	Mailing Envelope long	500	pcs							
33	Masking Tape 1"x 20 yards	36	rolls							
34	Memo Pads Colored 3x3	12	pads							
35	Memo Pads Colored 3x4	12	pads							
36	Memo Pads Colored 3x5	12	pads							
37	Pencil Sharpener, Stainless Steel with Metal body	6	pcs							
38	Permanent Marker Fine Red; Refillable,Waterproof, Permanent	12	pcs							
39	Permanent Marker Broad Blue, Refillable,Waterproof, Permanent	12	pcs							
40	Packing Tape (Brown) 2" x 100m	36	rolls							
41	Scotch Tape 1"x 100m	48	rolls							
42	Signature Post It (Sign Here Colored)	50	packs							
43	Stapler #35; Stapler with Remover, Staple Size: 24/6 26/6	6	pcs							
44	Sign pen 0.4 Fine Blue	36	pcs							
45	Sign pen Blue 0.5 gel ink	24	pcs							
46	Sign pen Red 0.5 gel ink	12	pcs							
47	Sign Pen 0.3 Black Retractable	24	pcs							
48	Sign Pen 0.3 Blue Retractable	24	pcs							
	TOTAL									

Signature over Printed Name

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