



November 16, 2023

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Plaridel hereby invites interested bidders for the PURCHASE OF OFFICE SUPPLIES AT PLARIDEL AND CLARK AIRPORT.

A. Approved budget for the project – Php 202,775.00

Please secure Canvass form from www.philgeps.gov.ph or at the Office of the Acting Area Manager Plaridel Airport during office hours Monday to Friday starting November 17, 2023.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before November 24, 2023 at 10:00am to the Bids and Awards Committee c/o the Office of the Acting Area Manager and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP – Plaridel Airport reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call Plaridel Airport BAC Secretariat Members at (044) 794-7071 for details.

Very truly yours,

FOR:

A handwritten signature in blue ink, appearing to read 'R. Abejuela', is written over a blue horizontal line.

ROLDAN P. ABEJUELA
BAC Chairman

	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
Performance Security	<p>a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)</p>	
	<p>b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)</p>	<p>Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)</p>
	<p>c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>
	<p>Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.</p>	

For any clarification, you may contact us at telephone no. **(044) 794-7071** or email address at **areacenter3 bac@caap.gov.ph**.


ROLDAN P. ABEJUELA
 BAC Chairman

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **areacenter3_bac@caap.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
 13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.

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

Purchase of Office Supplies				
Complete Descriptions of Articles	Unit	Qty	Unit Price	Total Amount
Ballpen Blue	pcs	200		
Ballpen Black	pcs	100		
Binder Clip 1 " (12's or 10's)	box	35		
Binder Clip 1 1/4 " (12's or 10's)	box	15		
Binder Clip 1/2 " (12's or 10's)	box	10		
Bond Paper/A4 Size 70gsm	reams	285		
Bond Paper/Long Size 70gsm	reams	60		
Bond Paper/Letter Size 70gsm	reams	50		
Brown Envelope/Short	pcs	200		
Brown Envelope Long	pcs	300		
White Board 24" x 36"	pcs	2		
Clip Board (A4 Size) with cover	pcs	6		
Clip Board (Legal Size) with cover	pcs	6		
DATA FILE BOX, made of chipboard, with closed ends	pcs	12		
Carbonless Continuiuos Form (11" x 9.5 3ply colored 3 se	box	24		
Correction Tape	pcs	70		
Expandable Envelope (Brown Color)	pcs	175		
Fax Paper 216mm x 30M	roll	100		
Flourescent Marker	pcs	50		
Folder Long	pcs	50		
Glue, all purpose (240grams)	bottles	12		
Masking Tape 1 inch	pcs	5		
Masking Tape 2 inches	pcs	24		
Packing Tape 2 inches	pcs	12		
Paper Clip Small (100 clips per box)	box	25		
Paper Clip Large Large (100 clips per box)	box	20		
Pencil(10 or 12pcs per box)	box	12		
Permanent Marker/Broad Type /Blue	pcs	24		
Permanent Marker/Broad Type /Black	pcs	24		
Push Pins, 50 pcs per box	box	10		
Ruler	pcs	12		
Multi-Purpose Scissors 8.25in. Pointed stainless	pcs	12		
Scotch Tape/1inch	pcs	30		
Stick-On Note/7.6cm x 7.6cm 3" x 3"	packs	30		
Sign Here Sticky Notes	packs	50		
Stapler	pcs	6		
Tape Dispenser	pcs	5		
Staple Wire Nos. 35	box	12		
Sign Pen Blue (1.0)Hi-Techpoint V10 Grip	pcs	100		
Sign Pen Black (Hi-Techpoint V5)	boxes	30		
Whiteboard Marker/Blue	pcs	24		
Whiteboard Marker/Black	pcs	24		
Whiteboard Marker/Red	pcs	24		

Ink for Epson/L3110 (Black)	bottles	5		
Ink for Epson/L3110 (Magenta)	bottles	5		
Ink for Epson/L3110 (Cyan)	bottles	5		
Ink for Epson/L3110 (Yellow)	bottles	5		
Laminating Film (A4 size, 125 micron, Gloss) (100 sheet	pouch	1		
Laminating Film Glossy Legal Size (100 sheets per pouch	pouch	1		
Laminating Film for ID/250pcs/95mm x115mm/100 sheets/box	box	3		
Photopaper Matte/ A4 Size (20sheets/pack)	packs	24		
EPSON LX300+300+11 Ribbon Cartridge	pcs	24		
Pilot Hi-Tecpoint V7 RT Retractable Refill (blue)	pcs	50		
Hi-Tecpoint V7 RT Grip Sign Pen Retractable Type 0.7mm	pcs	50		
xxx Nothing Follows xxx				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

Payment Details:

Name of Payee: _____
TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Purchase of Office Supplies
Approved Budget for the Contract: Two Hundred Two Thousand Seven Hundred Seventy Five Pesos (PhP202,775.00)
TOTAL OFFERED QUOTATION
In Words:
In Figures:

Canvassed By:


SHEELA ANNE SOLIS
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

