



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



15 February 2024
Date

REQUEST FOR QUOTATION

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**, in connection with the implementation of the **Supply & Delivery Of Various Office Supplies At Bicol International Airport (For March & April 2024)** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our **Contract and Canvass Committee (CCC)** not later than **2:00 p.m.** on **23 February 2024** at the CAAP's physical address at the **BAC/CCC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.**

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
1	Gal	36	Alcohol, 70% Solution		
2	Btl	12	Alcohol, 70% Solution Spray Bottle, 300ml		
3	Pc	144	Ballpen, Ballpoint, fine, Black		
4	Pc	168	Ballpen, Ballpoint, fine, Blue		
5	Pack	20	Battery AA, 2's		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Pack	20	Battery AAA, 2's		
7	Box	10	Binder Clip ¾"		
8	Box	10	Binder Clip 1"		
9	Box	6	Binder Clip 2"		
10	Ream	100	Bond Paper, 80gsm, size:210mm x 297mm (A4)		
11	Ream	75	Bond Paper, 80gsm, size:216mm x 330mm (Legal)		
12	Ream	10	Bond Paper, 80gsm, size:216mm x 279mm (Short)		
13	Ream	5	Bond Paper, 80gsm, size:297mm x 420mm (A3)		
14	Roll	2	A1 Plotter Paper, 80 gsm, size 594mm x 100m, min		
15	Pc	4	Calculator, 12 digits cap		
16	Pc	100	Clear Folder Long Heavy Weight, 14PTS)		
17	Pc	20	Clipboard Folder Long w/ Cover		
18	Pc	40	Correction Tape 5mm x 10m		
19	Box	6	Disposable Paper Cups, 8 oz. (Plain), 1000/box		
20	Pc	100	Envelope Expanding, w/ tie for legal size doc		
21	Pc	100	Envelope, Documentary, for legal size docs		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
22	Pc	100	Envelope, Documentary, for A4 size docs		
23	Pc	20	Fluorescent Marker Highlighter, Assorted Color		
24	Pc	100	Folder Long, 14 pts. Min. (\pm 1mm)		
25	Pc	50	Folder A4, 14pts. Min.		
26	Bot	6	White Glue, (All Purpose) 130g		
27	Pc	6	Cutter Knife, HD		
28	Box	1	White Mailing Envelope, Long		
29	Roll	6	Packaging Tape		
30	Box	10	Paper Clip, 50MM,		
31	Box	10	Paper Clip, 33MM		
32	Pc	12	Permanent Marker, Black		
33	Pc	12	Permanent Marker, Blue		
34	Pack	10	Photopaper A4, Glossy		
35	Pc	2	Puncher		
36	Pc	6	Official Record Book 500 pages		
37	Pc	6	Ruler, Plastic, 12"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
38	Pc	6	Scissors, HD		
39	pair	50	Shoe Lace		
40	Doz	4	Sign Pen, Black, liquid/gel ink		
41	Doz	4	Sign Pen, Blue, liquid/gel ink		
42	Doz	1	Sign Pen, Green, liquid/gel ink		
43	Doz	2	Sign pen Refill, Black		
44	Doz	2	Sign pen Refill, Blue		
45	Box	10	Staple Wire #35 (5,000 pcs/box)		
46	Pck	50	Sticker Paper, A4 Size		
47	Pad	10	Sticky Notepad, 3 x 3		
48	Pad	10	Sticky Notepad, 3 x 4		
49	Roll	20	Transparent Tape 1"		
50	Roll	6	Transparent Tape 2"		
51	Doz	1	White Board Marker, Black		
52	Doz	1	White Board Marker, Blue		
53	Doz	1	White Board Marker, Red		
54	Pc	10	Chipboard/Kraft Board 3mm		
TOTAL AMOUNT OF QUOTATION					
<i>x-x-x-x- Nothing Follows-x-x-x-x-x</i>					

Quotations not accompanied by Current Mayor's/Business Permit, and Phil-GEPS Registration Number 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 site if the contract is awarded.

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below.

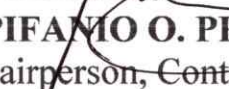
Quotations must be delivered to the **Civil Aviation Authority of the Philippines, Area Center V** at its physical address at the **BAC/CCC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay not later than 2:00 p.m. on 23 February 2024.**

Online submission is not allowed and 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 Various Office Supplies At Bicol International Airport (For March & April 2024).**

TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Various Office Supplies At Bicol International Airport (For March & April 2024)
Approved Budget	Php 129,174.00
Delivery Period	Seven (7) calendar days.
Delivery Location/s	Supply Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay
Delivery Conditions	<ol style="list-style-type: none"> 1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days. 2. The CAAP-BIA Inspection Committee shall have right to inspect and/or test the goods delivered to confirm their conformity to the technical specifications. 3. In case of failure to make the full delivery within the prescribed delivery period , a penalty of one-tenth (1/10) of one (1) percent shall be imposed per day of delay.
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations

Very truly yours,


EPIFANIO O. PRINIA, JR.
 Chairperson, Contract and Canvass Committee

EPIFANIO O. PRINIA, JR.
Chairperson, Canvass and Contract 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.

Signature Over Printed Name of Dealer/Supplier

TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply And Delivery Of Various Office Supplies At Bicol International Airport (For March & April 2024)** project to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA

Canvasser