



**Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES**



**REQUEST FOR QUOTATION
NO.: RFQ-2024-012**

Date: April 8, 2024

Name of the Company : _____
Address : _____
Contact No. : _____
PhilGEPS Registration No. : _____

Sir/Madam:

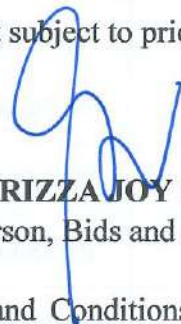
Please quote your best offer (lowest net, price, taxes, and government discount terms included) and submit your Quotation duly signed by you or your duly authorized representative not later than **APRIL 16, 2024 @ 3:00 PM** for:

Name of the Project : **PROCUREMENT OF OFFICE AND COMPUTER SUPPLIES FOR THE 1ST QUARTER OF FY-2024 FOR USE OF CAAP AREA CENTER I**
Location : **LAOAG INTERNATIONAL AIRPORT**
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Hazelle May C. Andres, Head, Secretariat of the Bids and Awards Committee of Laoag International Airport (BAC-LIA) or e-mail at areacenter1_bac@caap.gov.ph. For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

1. **The following documents must be attached upon submission of the Quotation:**
 - a) Mayor's Permit
 - b) PhilGEPS Certificate of Registration
2. All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
3. Payment shall be made through check.


ATTY. RIZZA JOY S. VALLESTERO
 Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

ITEM DESCRIPTION <small>(SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)</small>	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. All Purpose Glue, 130g	₱1,080.00	15	Bottle					
2. Arc Lever File, Long, Vertical, Black, 3 inches	₱840.00	5	Piece					
3. Arc Lever File, A4, Vertical, Black, 3 inches	₱780.00	5	Piece					



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4. Arc Lever File, 1" thick, A4	₱1,500.00	5	Piece				
5. Arc Lever File, 2" thick, A4	₱1,500.00	5	Piece				
6. Arc Lever File, Long, 3"	₱1,800.00	5	Piece				
7. Arc Lever File, Long, 4"	₱1,800.00	5	Piece				
8. Ballpen (Branded, Black), Ballpoint Stickpen with Ribbed Grip, Stainless Steel Tip, Oil Based Ink	₱2,700.00	90	Piece				
9. Ballpen (Branded, Blue), Ballpoint Stickpen with Ribbed Grip, Stainless Steel Tip, Oil Based Ink	₱2,700.00	90	Piece				
10. Ballpen (Ordinary, Black), Crystal Tech Pen, Water Gel	₱1,000.00	100	Piece				
11. Ballpen (Ordinary, Blue), Crystal Tech Pen, Water Gel	₱1,200.00	120	Piece				
12. Battery "AA", Branded, 1.5V, Alkaline	₱720.00	24	Piece				
13. Battery "AAA", Branded, 1.5V, Alkaline	₱2,160.00	30	Piece				
14. Bond Paper, Letter 8.5" x 11", subs. 24	₱3,900.00	15	Ream				
15. Bond Paper, Long 8.5" x 13", subs. 24	₱35,000.00	100	Ream				
16. Bond Paper, A4 8-1/4" x 11-3/4", subs. 24	₱32,000.00	100	Ream				
17. Board Paper, White 8-1/2" x 11", 180gsm	₱5,000.00	50	Pack				
18. Caddy Rack, Legal, 3-Layer	₱1,700.00	2	Unit				
19. Calculator, 12-Digits	₱3,750.00	5	Unit				
20. Clearbook, Legal	₱1,080.00	20	Pack				
21. Clip, Binder (3/4")	₱180.00	10	Box				
22. Clip, Binder (1")	₱210.00	10	Box				
23. Clip, Binder (1-1/4")	₱240.00	10	Box				
24. Clip, Binder (1-1/2")	₱350.00	10	Box				
25. Clip, Binder (2-1/2")	₱720.00	10	Box				
26. Clip, Binder 41mm (1-5/8")	₱180.00	10	Box				
27. Clip Board Big With Cover	₱750.00	10	Box				
28. Columnar Sheet Pad, (16 cols.)	₱625.00	5	Piece				



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29. Continuous Paper 11 x 9-1/2, sub. 16, 2 ply	₱7,500.00	5	Box					
30. Correction Tape, 10m	₱3,250.00	50	Piece					
31. Dater	₱1,050.00	5	Piece					
32. Desk File Organizer Document Paper Tray – 3 Layers	₱7,920.00	12	Piece					
33. Diamond Gel Pen, Assorted Colors	₱500.00	10	Piece					
34. Double Sided Tape 1”, heavy Duty with Foam	₱3,000.00	30	Piece					
35. Duct Tape 2’, 15 meters	₱12,250.00	35	Piece					
36. Envelope, Brown, Long	₱1,440.00	150	Piece					
37. Envelope, Brown, Short	₱400.00	50	Piece					
38. Envelope, Business/Mailing, White	₱1,800.00	5	Box					
39. Envelope, Expandable, Long	₱4,590.00	85	Piece					
40. Fillers for Arc Lever Files	₱3,468.00	10	Pack					
41. Folder, Expandable, Long, Blue Color	₱2,160.00	60	Piece					
42. Folder, Long (Red, Green, Brown, White) 16pts. thickness	₱1,800.00	60	Piece					
43. Folder, Long, at least 16 pts. thickness (White inside, brown outside)	₱3,200.00	100	Piece					
44. Highlighter, Pink/Green/Yellow, Royal Blue	₱800.00	10	Piece					
45. ID Clip/Lace, ½” width x at least 12” length	₱9,000.00	300	Piece					
46. Laminating Film, 95 x 135mm, 250mc	₱5,000.00	10	Pack					
47. Laminating Film, A4, 250mc	₱2,500.00	10	Pack					
48. Laminating Film, 75 x 110mm, 250mc	₱5,000.00	10	Pack					
49. Marker, Permanent, Assorted Colors, Fine	₱1,440.00	24	Piece					
50. Marker, White Board, Assorted Colors, Fine	₱1,080.00	18	Piece					
51. Masking Tape (1/2”), 15m length	₱600.00	20	Piece					
52. Masking Tape (1”), 15m length	₱800.00	20	Piece					
53. Masking Tape (2”), 15m length	₱1,000.00	20	Piece					
54. Moistener, 10g, Non-slip	₱1,620.00	18	Piece					



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55. Packing Tape (2"), 15m length	P1,000.00	10	Piece				
56. Paper Clamp, Big, 3"	P1,200.00	15	Piece				
57. Paper Clamp, Medium, 2"	P600.00	15	Piece				
58. Paper Clamp, Small, 1"	P300.00	15	Piece				
59. Paper Clip, Jumbo, 50mm	P375.00	15	Box				
60. Paper Clip, Small, 33mm	P300.00	15	Box				
61. Paper Cutter A3 Wood Base with Paper Adjuster	P3,600.00	3	Piece				
62. Paper Fastener, Metal, 7cm	P1,140.00	10	Box				
63. Paper Fastener, Plastic Coated, 7cm	P180.00	3	Box				
64. Paper Puncher, 7cm distances, Removable chip tray, Sliding adjustments up to 20 sheets	P3,600.00	10	Piece				
65. Pencil #2	P480.00	4	Dozen				
66. Pencil Sharpener, Table	P840.00	2	Piece				
67. Philippine Flag, 3x5	P10,500.00	30	Piece				
68. Photo Paper, A4, 180gsm	P8,400.00	20	Pack				
69. Photo Sticker Paper, A4 at least 90gsm	P8,400.00	20	Pack				
70. Post-It Notes with Lines, 3x5	P1,200.00	12	Pad				
71. Post-It Notes, 3x3	P75.00	3	Pad				
72. PVC Book Cover, A4	P1,392.00	2	Box				
73. PVC Book Cover, Long	P1,920.00	2	Box				
74. Record Book (150 pages), 8.5" x 11"	P1,400.00	20	Piece				
75. Record Book (300 pages), 8.5" x 11"	P2,600.00	20	Piece				
76. Record book (500 pages), 8.5" x 11"	P5,600.00	20	Piece				
77. Ring Binder 2"	P250.00	5	Piece				
78. Ring Binder 1"	P600.00	5	Piece				
79. Ring Binder ½"	P360.00	5	Piece				
80. Ring Binder ¾"	P300.00	5	Piece				



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81. Rubber Band, 70mm min lay flat length #18, Big	₱1,200.00	5	Box				
82. Scissors 8", Heavy Duty	₱1,200.00	10	Piece				
83. Sign Pen, Red, 0.7, Branded, Roller Ball Pen, Pure liquid Ink	₱1,080.00	24	Piece				
84. Sign Pen, Black, 0.7, Branded, Roller Ball Pen, Pure Liquid Ink	₱6,480.00	60	Piece				
85. Sign Pen, Blue, 0.7, Branded, Roller Ball Pen, Pure Liquid Ink	₱9,072.00	84	Piece				
86. Stapler #35, With Pincher, Heavy Duty	₱5,400.00	12	Piece				
87. Staple Wire Remover, Plier Type	₱840.00	12	Piece				
88. Stick On Notes "Sign here", Z Type Film Indexes, Size: 10 x 48mm, 20 Sheets x 5 pads	₱4,375.00	25	Pad				
89. Sticker Paper, A4	₱1,950.00	25	Pack				
90. Flight Strip Solders, Hard Plastic, (Various Colors)	₱8,000.00	20	Piece				
91. Tape Dispenser, Big, Holds 1" and 3" Core Tape	₱1,200.00	5	Unit				
92. Tape, Transparent 1" x 100mtrs	₱500.00	20	Piece				
93. Tape, Transparent 2" x 100mtrs	₱1,000.00	20	Piece				
94. Typewriter Electric Ribbon	₱975.00	5	Piece				
95. Typewriter Electric Eraser	₱1,908.00	2	Piece				
96. White Board 24" x 36"	₱2,000.00	2	Unit				
97. White Board 3' x 5'	₱1,200.00	2	Unit				
98. White Board With Stand, 2 x 3	₱7,200.00	2	Unit				
99. Yellow Pad	₱270.00	3	Pad				
100. Adopter (High heat resistance, Current 10A, Voltage 250v)	₱275.00	5	Piece				
101. AVR Power Supply (220V, 500W, Output 3x220V AC)	₱800.00	1	Unit				
102. Computer Ink DCP-T710W-BT D60 BK	₱3,120.00	6	Bottle				
103. Computer Ink DCP-T710W-BT 5000M	₱1,560.00	3	Bottle				
104. Computer Ink DCP-T710W-BT 5000Y	₱1,560.00	3	Bottle				



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105. Computer Ink DCP-T710W-BT 5000C	₱1,350.00	3	Bottle					
106. DVD Rewritable	₱250.00	2	Pack					
107. Epson Ink 003: Black	₱5,670.00	18	Bottle					
108. Epson Ink 003: Cyan	₱2,520.00	8	Bottle					
109. Epson Ink 003: Magenta	₱4,095.00	13	Bottle					
110. Epson Ink 003: Yellow	₱4,095.00	13	Bottle					
111. Epson 057 Black	₱1,200.00	2	Bottle					
112. Epson 057 Magenta	₱1,200.00	2	Bottle					
113. Epson 057 Cyan	₱1,200.00	2	Bottle					
114. Epson 057 Yellow	₱1,200.00	2	Bottle					
115. Epson 057 LM	₱1,200.00	2	Bottle					
116. Epson 057 LC	₱1,200.00	2	Bottle					
117. Epson Ribbon LX310	₱2,400.00	3	Piece					
118. Epson Ribbon LQ2190	₱3,060.00	3	Piece					
119. External Hard Drive, 1TB	₱9,600.00	3	Unit					
120. Flash Drive, USB, 16GB	₱3,700.00	10	Unit					
121. HDMI Cable, 5-meters	₱3,000.00	3	Unit					
122. WIFI Adapter (300mbps, WIFI Dongle, 2.4Ghz, 2.0 Mini Wireless WIFI Adapter)	₱300.00	1	Unit					
TOTAL ABC	₱355,650.00							
GRAND TOTAL:								

Note: Quotation for each item must not exceed the ABC per item

Signature over Printed Name
Supplier/Dealer/Contractor



TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. 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. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. *Date of Completion/Delivery:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. *Mode and Terms of Payment:* Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
10. 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. This Office (LIA) 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.

NOTE: The aforecited Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.