



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



01 April 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 May & June 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 **08 April 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	40	Alcohol, 70% Solution		
2	Btl	12	Alcohol, 70% Solution Spray Bottle, 300ml		
3	Pc	20	Arch File, Folder A4, Color Blue		
4	Pc	20	Arch File, Folder Long, Color Blue		
5	Pc	170	Ballpen, Black Color		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Pc	150	Ballpen, Blue Color		
7	Box	50	Ballpen, Red Color		
8	Pack	24	Battery, AA, 2's Alkaline		
9	Pack	24	Battery, AAA, 2's Alkaline		
10	Box	10	Binder Clip ¾"		
11	Box	10	Binder Clip 1"		
12	Box	6	Binder Clip 2"		
13	Ream	120	Bond Paper, 80gsm, size:210mm x 297mm (A4)		
14	Ream	10	Bond Paper, 80gsm, size:216mm x 279mm (Short)		
15	Ream	70	Bond Paper, 80gsm, size:216mm x 330mm (Legal)		
16	Pc	50	Brown Envelope, Documentary for A4 size docs,		
17	Pc	200	Brown Envelope, Documentary, for legal size docs		
18	Pc	50	Brown Envelope, Documentary, for Short size docs		
19	Doz	2	Bulldog Clip, 1 ½"		
20	Doz	2	Bulldog Clip, 2"		
21	Pc	100	Clear/Transparent Folder Long		



ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<b>Continuation</b>					
22	Pc	20	Clipboard Folder Long w/ Cover		
23	Pc	40	Correction Tape		
24	Tube	10	Cutter Blade		
25	Pc	20	Data File		
26	Pc	4	Dating & Stamping Machine, Self Ink		
27	Box	6	Disposable Paper Cups		
28	Roll	10	Double Sided Tape 1"		
29	Roll	12	Duct Tape, HD		
30	Pc	100	Envelope Expanding, w/ tie for legal size doc		
31	Pc	6	Eraser, Rubber		
32	Pc	20	Fluorescent Marker, Highlighter, Assorted Color		
33	Pc	50	Folder Ordinary A4		
34	Pc	200	Folder Ordinary Long		
35	Pc	50	Folder Ordinary Short		
36	Pc	50	Folder, Expanding Long		
37	Pc	6	Glue, all Purpose		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
38	Pc	6	Knife Cutter Big		
39	Roll	2	Laminating Film		
40	Pack	4	Map Pins, Round Head, Asstd. Color		
41	Pc	1	Marker, permanent, Red		
42	Roll	12	Masking Tape, 1"		
43	Roll	6	Masking Tape, 2"		
44	Roll	6	Packaging Tape		
45	Box	10	Paper Clip, 50MM,		
46	Box	20	Paper Clip, 33MM,		
47	Box	10	Paper Fastener Metal		
48	Pc	24	Pencil		
49	Pack	10	Photo Paper, glossy		
50	Pack	10	Photo Paper, matte		
51	Pc	2	Puncher H/D		
52	Pc	10	Official Record Book, 300 pages		
53	Pc	10	Official Record Book, 500 pages		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
54	Box	2	Rubber Band , Big		
55	Box	2	Rubber Band , Small		
56	Pc	6	Ruler, Plastic, 12"		
57	Pc	8	Scissor, Medium		
58	Pair	30	Shoe Lace		
59	Pc	24	Sign Pen- Refill Blue		
60	Pc	24	Sign Pen- Refill, Black		
61	Pc	36	Sign Pen, Black, liquid/gel ink,		
62	Pc	36	Sign Pen, Blue, liquid/gel ink,		
63	Pc	6	Spiral Ring Binder, ½"		
64	Pc	4	Spiral Ring Binder, ¾"		
65	Pc	6	Spiral Ring Binder, 1"		
66	Pc	2	Stamp pad Ink, purple or violet		
67	Pc	2	Stamp Pad, violet Felt		
68	Box	20	Staple Wire #35,		
69	Pc	2	Staple Wire Remover, Plier Type		
70	Pc	6	Stapler #35 H/D		
71	Pack	50	Sticker Paper, A4 Size		
72	Pad	10	Sticky Notepad, 3 x 2, Assorted Color		



ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<b>Continuation</b>					
73	Pad	10	Sticky Notepad, 3 x 3, Assorted Color		
74	Pad	10	Sticky Notepad, 3 x 4, Assorted Color		
75	Pad	10	Sticky Notepad, 3 x 5, Assorted Color		
76	Pad	10	Sticky Note Tab, Assorted Color		
77	Pc	50	Storage Box, Blue		
78	Pc	2	Table Tray,3-Layers		
79	Pc	2	Tape Dispenser, table top		
80	Roll	24	Transparent Tape 1"		
81	Roll	12	Transparent Tape 2"		
82	Pc	1	Whiteboard Board 2ft x 1.5ft		
83	Pc	1	Whiteboard Board 3ft x 2ft		
84	Pc	20	Chipboard/Kraft Board 3mm		
85	Pc	12	Philippine Flag 5 x 3'		
86	Pc	1	Heavy Duty Staple Gun Tacker		
87	Box	1	Gun Tucker Staple Wire		
88	Pc	2	Cork Board with Frame, Size: 120cm x 90cm		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<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 08 April 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 May & June 2024).**

#### **TERMS OF REFERENCE**

Name of Project	Supply And Delivery Of Various Office Supplies At Bicol International Airport (For May & June 2024)
Approved Budget	Two Hundred Twenty-Three Thousand Nine Hundred Seventy-Three Pesos & 50/100 (Php 223,973.50)
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"> <li>1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days.</li> <li>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.</li> <li>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.</li> </ol>
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

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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 Various Office Supplies At Bicol International Airport (For May & June 2024)** project to the above-named dealer/supplier in accordance with the existing regulations.

  
LINDA MAE R. OGENA  
Canvasser

Admin. Bldg., CAAP, Bicol International Airport, Daraga, Albay, Philippines, 4501  
BAC/CCC Office Tel Nos.: **0906-410-2901**  
Tel. Hotline Nos.: **0945-341-6603/ 0929-461-2407/(052)742-3321**  
Email Address: [bia\\_airport@caap.gov.ph](mailto:bia_airport@caap.gov.ph) / [area\\_center5@caap.gov.ph](mailto:area_center5@caap.gov.ph)