



May 28, 2024

## **REQUEST FOR PRICE QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP) Plaridel hereby invites interested bidders for the PURCHASE OF OFFICE SUPPLIES (2<sup>ND</sup> QUARTER 2024) FOR PLARIDEL, CLARK CABANATUAN AND IBA AIRPORT.

A. Approved budget for the project – Php 84,982.00

Please secure Canvass form from [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or at the Office of the Civil Aviation Area Manager Plaridel Airport during office hours Monday to Friday starting May 29, 2024.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before June 5, 2024 at 10:00am to the Bids and Awards Committee c/o the Office of the Civil Aviation 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,

  
**ROLDAN P. ABEJUELA**  
BAC Chairman



**REQUEST FOR QUOTATION**

Date : \_\_\_\_\_  
 APP Item No : \_\_\_\_\_

Company/Business Name: <sup>1</sup> \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business/Mayor's Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 PhilGEPS Registration Number (required for ABC above 50k) : \_\_\_\_\_

The Civil Aviation Authority of the Philippines - AreaCenter III, through its Bids and Awards Committee (BAC), intends to procure the **Purchase of Office Supplies for 2nd quarter** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on June 5, 2024 at 10:00am.**

Document	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of the renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after the award of the contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after awarding of the contract but before payment. (For ABCs above P50k)
PhilGEPS Registration Certificate	In case not yet available, you may submit your expired 2023 PhilGEPS Registration Certificate with the Official Receipt of the renewal application. However, a copy of your 2024 PhilGEPS Registration Certificate shall be required to be submitted after the award of the contract but before payment. (For ABCs above P50k)
PCAB License	In case not yet available, you may submit your expired 2023 PCAB License with the Official Receipt of renewal application. However, a copy of your Valid 2024 PCAB License shall be required to be submitted <b>after award of contract but before payment.</b> (For ABCs above P50k if applicable)
Latest Annual Income / Business Tax Return	For ABCs above P500k, Annual Income Tax Return from previous year must be submitted.
	Once the Notice of Award of the Project ( for ABC above P50k) is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 206 Revised IRR of RA 9184 to wit:

	<b>Form of Performance Security</b>	<b>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</b>
<b>Performance Security</b>	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)	
	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)	Goods and Consulting Services – Five percent (5%)  Infrastructure Projects - Ten percent (10%)
	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.	Thirty percent (30%)
	Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.	

For any clarification, you may contact us at telephone no. **(044) 794-7071** or email address at **bac\_area3@caap.gov.ph**.

  
**ROLDAN P. ABEJUELA**  
 BAC Chairman

<sup>1</sup> 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 **bac\_area3@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.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.



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

<b>Purchase of Office Supplies for 2nd quarter</b>				
<i>Complete Descriptions of Articles</i>	<i>Unit</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Total Amount</i>
Ballpen, Black (Retractable, Ordinary, 50 pcs/box)	box	4		
Ballpen, Black (Fine Ballpoint, 12 pcs/box)	pc	5		
Ballpen, Crystal (Classic, Ball Point, Blue)	pc	6		
Bond Paper, Legal, 70gsm, 8 1/2" X 13" (500 sheets)	ream	15		
Bond Paper, A4, 70gsm, 8 1/4" X 11 3/4" (500 sheets)	ream	40		
Bond Paper, Letter, 70gsm, 8 1/2" X 11" (500 sheets)	ream	8		
Clip, Double Binder 1 1/4"	box	17		
Clip, Double Binder 1"	box	12		
Cork Board (2x3 ft)	pc	1		
Correction Tape	pc	38		
Cutter (SDI 0404 Small Heavy Duty)	pc	6		
Dater, 5mm	pc	3		
Digital Wall Clock (Digital Clock w/ Date)	pc	6		
Double Adhesive Tape (1 inch)	roll	30		
Fastener, Metal, 70mm between prongs, 50 sets per box	box	2		
Fax Paper 216mmx30M	roll	20		
Folder, White, Long	pc	55		
Folder, White, Short	pc	55		
Index Card 1/2	pack	1		
Index Card 1/4	pack	1		
Laminating Film ( A4 size, 125 micron, Gloss) (100 sheets)	pack	3		
Laminating Film, Legal, 100 sheets	pack	2		
Marker for Whiteboard, Black	pc	24		
Marker for Whiteboard, Blue	pc	24		
Marker, Flourescent, Assorted	pc	17		
Marker, Permanent, Broad type, Black	pc	9		
Marker, Permanent, Broad type, Blue	pc	6		
Marker, Permanent, bullet type, Black	pc	6		
Marker, Permanent, bullet type, Blue	pc	6		
Marker, Permanent, Fine type, Black	pc	9		
Marker, Permanent, Fine type, Blue	pc	6		
Notepad, Stick on, 3X3, 100 sheets per pad	pad	8		
Paper Clip, 33mm, 100pcs per box or 52 grams (min.) (net of box)	box	12		
Paper Clip, 50mm, 100pcs per box or 120 grams (min.) (net of box)	box	11		
Paper Cutter (Wood, A4 size)	pc	2		
Photo Paper (8.5x13", GSM-200, White) (100 sheets)	pack	7		
Puncher for paper, heavy duty, with two hole guide	pc	3		
Push Pins, 50 pcs per box	box	6		
Record Book, 300 pages	pc	6		
Record Book, 500 pages	pc	14		
Ruler Plastic, 450mm, 1pc in individual plastic	pc	13		
Self-inking Stamp with Personalized Rubber	pc	2		
Stamp Size: 22mm x 58mm				
Refillable and replaceable ink pad				
Includes personalized rubber and ink pad				
Stamp 1: RECEIVED BY: & DATE:				
Stamp 2: APPROVED BY: & DATE:				
Self-inking Stamp with Personalized Rubber (For Customization)	pc	2		
Stamp Size: 25mm X 70mm				
Scissors (Stainless Steel Big Scissors)	pair	6		
Scissors, symmetrical, blade length: 65mm, 1pc in individual plastic	pair	9		
Sign Here Sticker Marker (Stylish Film index)	pack	29		
Sign Pen, liquid/gel ink, 0.5mm needle tip	pc	76		
Stamp Ink (Stamp Pad Ink Refill)	bottle	5		
Stamp pad, Felt, bed dimension: 60mm x 100mm	pc	3		

Official  
Copy



Staple Remover, Plier Type	pc	3		
Stapler, Standard Type, load cap: 200 staples min, 1pc in individual box	pc	7		
Sticker Paper	pack	5		
Tape Dispenser, Table Top	pc	2		
Tape, Masking, 1 inch	roll	17		
Tape, Masking, 2 inch	roll	18		
Tape, Packing, 3 inch	roll	5		
Tape, Packing, 2 inch	roll	26		
Tape, Transparent, 1 inch	roll	24		
Tape, Transparent, 2 inch	roll	14		
Sticky Note Pad; 5 neon Colors in a pad; by 100s 3in x 3in (0.6in X 3in per color)	pack	5		
Whiteboard with Aluminum Frame (3x5 ft)	unit	1		
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.

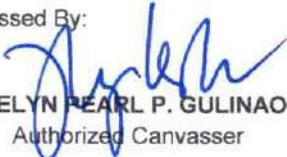
**Payment Details:**

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.

<b>Purchase of Office Supplies for 2nd quarter</b>
Approved Budget for the Contract: <b>Eighty Four Thousand Nine Hundred Eighty Two Pesos Only (PhP84,982.00)</b>
<b>TOTAL OFFERED QUOTATION</b>
<b>In Words:</b>
<b>In Figures:</b>

Canvassed By:

  
**EDELYN PEARL P. GULINAO**  
Authorized Canvasser

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

