



Republic of the Philippines  
CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES



22 May 2024  
Date

**REQUEST FOR QUOTATION**

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\_\_\_\_\_  
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 July & August 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 **31 May 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		
3	Pc	10	Arch File, Folder A4, Color Blue		
4	Pc	10	Arch File, Folder Long, Color Blue		
5	Pc	150	Ballpen, Black Color, 0.5 mm		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
6	Pc	170	Ballpen, Blue Color, 0.5mm		
7	Pc	50	Ballpen, Red Color, 0.5mm		
8	Pack	24	Battery, AA, 2's Alkaline		
9	Pack	24	Battery, AAA, 2's Alkaline		
10	Box	20	Binder Clip ¾"		
11	Box	20	Binder Clip 1"		
12	Box	6	Binder Clip 2"		
13	Ream	150	Bond Paper, 80gsm, size:210mm x 297mm (A4)		
14	Ream	10	Bond Paper, 80gsm, size:216mm x 279mm (Short)		
15	Ream	50	Bond Paper, 80gsm, size:216mm x 330mm (Legal)		
16	Pc	200	Brown Envelope, Documentary for Legal size docs,		
17	Pc	100	Clear/Transparent Folder Long		
18	Pc	10	Clipboard Folder Long with Cover		
19	Pc	10	Clipboard Folder Long without Cover		
20	Pc	40	Correction Tape, 5mm x 10m		
21	Pc	10	Data File, Double		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
22	Pc	2	Dating & Stamping Machine, Self Ink		
23	Box	6	Disposable Paper Cups, 8 oz. 1000 pcs/box		
24	Roll	10	Double Sided Tape 1"		
25	Roll	10	Double Sided Tape, with Foam 1"		
26	Roll	12	Duct Tape, Heavy Duty		
27	Pc	100	Envelope Expanding, w/ tie for legal size doc		
28	Pc	20	Fluorescent Marker, Highlighter, Assorted Color		
29	Pc	50	Folder A4, 14 PTS		
30	Pc	300	Folder Long, 14 PTS		
31	Pc	50	Folder, Expanding Long		
32	Pc	6	Knife, Cutter Big		
33	Roll	1	Laminating film, 250 mic		
34	Roll	12	Masking Tape, 1"		
35	Roll	6	Masking Tape, 2"		
36	Roll	6	Packaging Tape		
37	Box	10	Paper Clip, 50MM,		



ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
38	Box	20	Paper Clip,33MM,		
39	Pc	10	Official Record Book, 500 pages		
40	Box	6	Paper Fastener Metal		
41	Pack	10	Photo Paper, Glossy		
42	Box	2	Rubber Band, Big		
43	Box	2	Rubber Band, Small		
44	Pc	8	Scissor, Medium		
45	Pair	30	Shoe Lace, Flat		
46	Pc	24	Sign Pen-Refill, Blue		
47	Pc	24	Sign Pen-Refill, Black		
48	Pc	36	Sign Pen-Refill, Black, Liquid/Gel Ink		
49	Pc	36	Sign Pen-Refill, Blue, Liquid/Gel Ink		
50	Pc	12	Sign Pen-Refill, Green, Liquid/Gel Ink		
51	Pc	6	Spiral Ring Binder, 1/2		
52	Pc	6	Spiral Ring Binder, 3/4		
53	Pc	6	Spiral Ring Binder, 1"		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
54	Pc	2	Stamp pad Ink, Black		
55	Pc	2	Stamp pad Ink, Purple or Violet		
56	Pc	2	Stamp pad Ink, Red		
57	Box	20	Staple Wire #35		
58	Pc	6	Stapler #35 H/D		
59	Pack	50	Sticker Paper, A4 Size		
60	Pad	10	Sticky Note Tab, Assorted Color		
61	Pad	10	Sticky Notepad, 3 x 3, Assorted Color		
62	Pad	10	Sticky Notepad, 3 x 4, Assorted Color		
63	Pad	10	Sticky Notepad, 3 x 5, Assorted Color		
64	Pc	50	Storage Box with Lid Made of Thick Chip Board, Blue		
65	Roll	12	Transparent Tape 1"		
66	Roll	6	Transparent Tape 2"		
67	Pc	10	Chipboard/Kraft Board 3mm		
<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 31 May 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 July & August 2024).**

**TERMS OF REFERENCE**

Name of Project	Supply And Delivery Of Various Office Supplies At Bicol International Airport (For July & August 2024)
Approved Budget	One Hundred Seventy-Nine Thousand Four Hundred Three Pesos (Php 179,403.00)
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"> <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 check 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.

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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 July & August 2024)** project to the above-named dealer/supplier in accordance with the existing regulations.

  
LINDA MARIE D. OGENA

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Canvasser