



June 27, 2024

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Plaridel hereby invites interested bidders for the PURCHASE OF OFFICE SUPPLIES FOR SANGLEY AIRPORT.

A. Approved budget for the project – Php 102,783.40

Please secure Canvass form from www.philgeps.gov.ph or at the Office of the Civil Aviation Area Manager Plaridel Airport during office hours Monday to Friday starting June 28, 2024.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before July 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



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION

Date : _____

APP Item No : _____

Company/Business Name: ¹ _____

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 at Sangley Airport** 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 July 05, 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 after award of contract but before payment. (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:



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

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

¹ 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:

Purchase of Office Supplies at Sangley Airport				
Complete Descriptions of Articles	Unit	Qty	Unit Price	Total Amount
Ballpen, Blue (12's per box)	box	6		
Ballpen, Blue (12's per box)	box	3		
Ballpen, Red (12's per box)	box	3		
Binder (3 Holes)	pack	2		
Calculator (Standard, Medium)	pc	1		
Clearbook, Legal	pc	10		
Clip Board, A4 Size	pc	5		
Clip Board, Legal	pc	5		
Clip, Double Binder 1 1/4"	box	5		
Clip, Double Binder 1"	box	3		
Clip, Double Binder 2"	box	3		
Cork Board (2x3 ft)	pc	1		
Correction Tape	pc	10		
Cutter (SDI 0404 Small Heavy Duty)	pc	2		
Data File Box, made of chipboard with closed ends	unit	7		
Data Folder, made of chipboard, taglia lock	pc	2		
Digital Wall Clock (Digital Clock w/Date) 35.8*15*2.8 CM	pc	1		
Double Adhesive Tape (1 inch)	roll	30		
Double-Sided Foam Tape (1 inch)	pc	5		
Envelope, Documentary, for legal size document	pc	70		
Envelope, Documentary, for A4 size document	pc	40		
Envelope, Expanding, Kraftboard, for legal size doc (100 pcs per box)	box	1		
Envelope, Mailing, 500pc per box	box	1		
Eraser, Rubber	pc	5		
External Hard Drive , 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	pc	1		
Fastener, Plastic, 70mm between prongs, 50 sets per box	box	5		
File Organizer, Legal	pc	3		
File Tab Divider, Legal, 5 colors per set	set	3		
Folder, L-Type, A4 Size, 50pcs per pack	set	1		
Folder, L-Type, Legal Size, 50pc per pack	pack	1		
Glue, all purpose, gross weight: 130 grams min	bottle	3		
Headphones with mic	pc	1		
Index Card, 1/4size. 100pcs per pack	pack	1		
Index Tab, 5 sets per box	box	1		

Ink for Printer, Black	bottle	20		
Ink for Printer, Cyan	bottle	10		
Ink for Printer, Magenta	bottle	5		
Ink for Printer, Yellow	bottle	5		
Keyboard for Computer	pc	1		
Laminating Film (A4 size, 125 micron, Gloss) (100 sheets)	pack	2		
Laminating Film, Legal, 100 sheets	pack	4		
Marker, Permanent, Bullet type (Black)	box	5		
Marker, Permanent, Bullet type (Blue)	box	3		
Mouse for computer	pc	1		
Notepad, Stick on, 2X3, 100 sheets per pad	pc	20		
Notepad, Stick on, 3X3, 100 sheets per pad	pc	10		
Notepad, Stick on, 3X4, 100 sheets per pad	pc	10		
Paper Clip, 33mm, 100pcs per box (bundle of 5)	box	5		
Paper Clip, 50mm, 100pcs per box or 120 grams (min.) (net of box)	box	5		
Paper Cutter (Officom Paper Cutter, Wood, A4 size)	pc	1		
Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	box	15		
Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal)	box	10		
Pencil Sharpener (20 pcs per box)	box	2		
Pencil, Lead With Eraser	box	1		
Photo Paper (8.5x13", GSM-200, White) (100 sheets)	pack	5		
Photo Paper (8.5x11.7", GSM-200, White) (100 sheets)	pack	5		
Push Pins, 12 boxes per box	box	4		
Record Book, 300 pages	pc	10		
Ruler Plastic, 30cm, 1pc in individual plastic	pc	5		
Scissors, symmetrical, blade length: 160mm	pair	3		
Sign Here Tape Flag (1x3") (5in1)	pack	5		
Sign Here Arrow Flag, Sticky Note 5in1	box	10		
Sign Pen, liquid/gel ink, 0.5mm needle tip (Black) (12's per box)	box	10		
Sign Pen, liquid/gel ink, 0.5mm needle tip (Blue) (12's per box)	box	5		
Speaker for Computer	pc	1		
Stamp Ink (HBW Stamp Pad Ink Refill) (30ml)	bottle	2		
Stamp pad, Felt, bed dimension: 60mm x 100mm	pc	2		
Staple Wire (MAX Staple No. 35, 10 per box)	box	1		
Sticker Paper, Glossy A4, 20 pcs per pack	pack	5		
Tape, Masking, 1 inch	pc	10		
Tape, Masking, 2 inch	pc	10		
Tape, Transparent (1/2 inch)	pc	15		
Tape, Transparent, 1 inch	pc	25		
Tape, Transparent, 2 inch	pc	10		
Thumb tacks (24 pcs per box)	box	1		
Toner (Kyocera Photocopier)	pc	2		
USB 3.0 Flash Drive, 32GB	pc	2		
VGA to HDMI Adapter Converter	pc	1		
White, Folder A4 (10's per pack)	pack	4		
White, Folder Legal (10's per pack)	pack	7		

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.

Purchase of Office Supplies at Sangley Airport	
Approved Budget for the Contract: One Hundred Two Thousand Seven Hundred Eighty Three Pesos and 40/100 Only (PhP102,783.40)	
TOTAL OFFERED QUOTATION	
In Words:	
In Figures:	

Canvassed By:


CZARINA VENICE B. ARASULA
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

