



**REQUEST FOR QUOTATION - Shopping 52.1 (b)**

Date: July 25, 2024

RFQ.: SHOPPING (B)-ILO-2024-001

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN No.: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

PROCUREMENT: **Supply and Delivery of Office Supplies for the month June to September 2024 of Iloilo International Airport**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation.

Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (**Business Permit and PhilGEPS Certificate of Registration not later than July 29, 2024 at 9:00 AM.**)

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

\_\_\_\_\_  
**(SGD.) ROBERTO B. MONTELIJAO JR.**

Procurement Officer

**TERMS AND CONDITIONS:**

1. Bidders must provide **correct** and **accurate** information required in this form.
2. Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
3. Bidders must quote for all the items.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative's.
9. The item/s shall be delivered within **Fifteen (15)** Calendar days from receipt of Purchase Order.
10. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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. The GPPB-TSO 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.

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER					REMARKS	
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes		No
		PHP 225,570.50							

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				PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS	
				QTY	Unit Price	Total Price		Yes	No		
			PHP 225,570.50								
1 Ballpen 0.5 mm Black (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	200	pcs									
2 Ballpen 0.5 mm Blue (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	60	pcs									
3 Binder Clips 2 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	50	boxes									
4 Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm	50	packs									
5 Bond Paper A4 20gsm 500 sheets per ream	300	reams									
6 Bond Paper long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	100	reams									
7 Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	30	reams									
8 Brown Envelope long	500	pcs									
9 Brown Envelope Short	200	pcs									
10 Certificate Holder A4, Rubber	30	pcs									
11 Clip Board w/ cover Royal Blue	25	pcs									
12 Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m	120	pcs									
13 Document Box Single, Hardbound without cover, Red, landscape	10	pcs									
14 Double Sided Tape; ordinary, 1"	10	rolls									
15 Double Sided Tape; Strong double-sided from tape. Foam type, Use for most type of walls, Ideal for mounting, picture, posters, and signs without nails. Also available foam tape with oil base for non stick and easy to cut the tape. 25mmx25mm	10	rolls									
16 Expanded Folder long (Red)	150	pcs									
17 Expanded Envelop long (Red)	50	pcs									
18 Expanded Envelop long (Yellow)	50	pcs									
19 Filing Folder white short	200	pcs									

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			PHP 225,570.50								
20	Filing Folder white long	1000	pcs								
21	Mimeographing Paper, long, ordinary, 10 reams/box	8	boxes								
22	Mimeographing Paper, long, yellow, 10 reams/box	2	boxes								
23	Packing Tape, Brown, 2" x 100m	30	rolls								
24	Paper Clips (Big) 50mm	30	boxes								
25	Paper Clips (Small) 33mm	30	boxes								
26	Paper Fastener (Plastic)	36	boxes								
27	Plastic Envelope (Long)	50	pcs								
28	Tape, transparent, 1"	60	rolls								
29	Record Book 300 Pages	10	pcs								
30	Record Book 500 Pages	10	pcs								
31	Rubber Band, Big	5	boxes								
32	Scissors	12	pcs								
33	Sign pen Black 0.4 My gel	50	pcs								
34	Sign pen Blue 0.4 My gel	30	pcs								
35	Sign pen Black 0.7 My gel	10	pcs								
36	Sign pen Blue 0.7 My gel	10	pcs								
37	Signature Post IT, 24 pcs/box	3	boxes								
38	Stamp Pad	6	pcs								
39	Staple Wire #35	50	boxes								
40	Sticker Paper, matte, A4	30	packs								
41	Whiteboard marker Black	10	pcs								
42	Staple Remover	2	pcs								
43	LAMINATING FILM, A3, Thermoformability: the sheet can be thermoformed easily on typical vacuum and pressure thermofoming machine; (12") x 50 x 250 microns	3	packs								
	<b>TOTAL</b>										

Signature over Printed Name

Contact Number (Landline and/ or Cellphone Nos)/Email Address

Iloilo International Airport, Brgy. Gaub, Cabatuan, Iloilo, Philippines, 5031 | +633 329 9500 local 3266 | bac\_area6@caap.gov.ph | https://caap.gov.ph

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