



2024-29

August 21, 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 3rd QUARTER AT PLARIDEL, CLARK AND IBA AIRPORT

Approved budget for the project – Php 85,682.00

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 August 22, 2024.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before August 29, 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 for 3rd 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 August 29, 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) (For ABCs above P50k)	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.
PhilGEPs Registration Certificate (For ABCs above P50k)	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.
PCAB License (For ABCs above P50k if applicable for Repair & Maintenance and Infrastructure)	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.
Latest Annual Income / Business Tax Return (For ABCs above P500k)	Annual Income Tax Return from previous year must be submitted.
Brochure	Copy of the brochure of the product/model being offered together showing its specifications.



Performance Security (for ABCs above P50k)	Once the Notice of Award of the Project 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)
	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)	Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)
	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)	
	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

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 for 3rd quarter				
Complete Descriptions of Articles	Unit	Qty	Unit Price	Total Amount
Gel Pen, 0.5mm tip, AGP13271, Purple	pc	10		
Gel Pen, 0.5mm tip, AGP13271, Green	pc	10		
Gel Pen, 0.5mm tip, AGP13271, Orange	pc	10		
Self-inking Stamp with Personalized Rubber	pc	1		
Stamp Size: 10mm x 26mm				
Includes personalized rubber and ink pad				
Refillable and replaceable ink pad				
With free key ring (Key Chain)				
Ballpen, Red (Retractable, Ordinary, 0.7mm)	pc	12		
Ballpen, Black (Retractable, Ordinary, 50 pcs/box)	box	4		
Ballpen, Blue (Retractable, Ordinary, 50 pcs/box)	box	1		
Bundy Clock Time Cards (100pcs per pack)	pack	5		
Clip, Double Binder 1 1/4" (12 pcs/box)	box	29		
Clip, Double Binder 1" (12 pcs/box)	box	14		
Clip, Double Binder 3/4" (12 pcs/box)	box	26		
Bond Paper, A4, 70gsm, Substance 20, Ultra White, 8 1/4" X 11 3/4" (500 sheets)	ream	80		
Bond Paper, Letter, 70gsm, Substance 20, Ultra White, 8 1/2" X 11" (500 sheets)	ream	7		
Bond Paper, Legal, 70gsm, Substance 20, Ultra White, 8 1/2" X 13" (500 sheets)	ream	28		
Correction Tape	pc	22		
Fastener, Metal, 70mm between prongs, 50 sets per box	box	9		
Fax Paper 216mmx30M	roll	40		
Folder, Expandable, Long	pc	12		
Folder, L-type, Legal size	pc	12		
Folder, White, Long	pc	160		
Folder, White, Short	pc	140		
Glue, Multi-purpose, 240grams	bottle	6		
ID Puncher, Oblong	pc	1		
Laminating Film (A4 size, 125 micron, Gloss) (100 sheets)	pack	2		
Marker, Fluorescent, Assorted	pc	5		
Marker, Permanent, Bullet Type, Red	pc	10		

Paper Clip, 33mm, 100pcs per box or 52 grams (min.) (net of box)	box	14		
Paper Clip, 50mm, 100pcs per box or 120 grams (min.) (net of box)	box	14		
Paper Cutter, Wood, A4 size	pc	1		
Paper Rack Organizer Tray, 4-tier	unit	4		
Record Book, 500 pages	pc	2		
Scissors, Big, Stainless Steel	pc	12		
Scissors, symmetrical, blade length: 65mm, 1pc in individual plastic	pc	5		
Sign Here Sticker Marker (Stylish Film index)	pack	22		
Sign Pen, Hi-Tecpoint V10 Grip, Capped Type, Blue	pc	44		
Sign Pen, Hi-Tecpoint V7 RT, Refillable, Blue	pc	24		
Specialty Paper (8.5x13", GSM-200, White) (100 sheets)	pack	3		
Stamp pad with ink, Felt, bed dimension: 60mm x 100mm	pc	5		
Standard Stapler #35, w/o Remover, use staples 26/6	pc	12		
Staple Remover, Claw Type	pc	6		
Staple Wire #35, fits all standard staplers	pc	8		
Stick-On Note Pad 3x3	pack	6		
Stick-On Note Pad 3x4	pack	8		
Tape, Double Adhesive, 1 inch	roll	16		
Tape, Masking, 1 inch	roll	15		
Tape, Masking, 2 inch	roll	14		
Tape, Packaging, brown, 2 inch	roll	10		
Tape, Packaging, brown, 3 inch	roll	13		
Tape, Transparent, 1 inch	roll	12		
Tape, Transparent, 2 inch	roll	6		
Tape, Transparent, 3 inch	roll	3		
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:

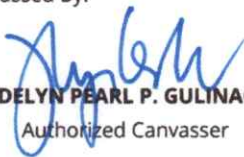
Name of Payee: _____
TIN: _____

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 for 3rd quarter	
Approved Budget for the Contract: Eighty Five Thousand Six Hundred Eighty Two Pesos Only (PhP85,682.00)	
TOTAL OFFERED QUOTATION	
In Words:	
In Figures:	

Canvassed By:


EDELYN PEARL P. GULINAO
 Authorized Canvasser

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email address/es



Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]