



26 July 2024

Date

REQUEST FOR QUOTATION

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 September & October 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 01 August 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	30	gal	Alcohol, 70%, Solution, 3.785 L		
2	20	btl	Alcohol, 70%, Solution Spray Bottle, 300ml		
3	10	pc	Arch File, Folder Long, Color Blue		
4	200	pc	Ballpen, Black Color 0.5mm/0.7mm		
5	200	pc	Ballpen, Blue Color 0.5mm/0.7mm		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
6	100	pc	Ballpen, Red Color 0.5mm/0.7mm		
7	24	pack	Battery, AA, 2's Alkaline		
8	24	pack	Battery, AAA, 2's Alkaline		
9	12	pc	Battery, 9V, Alkaline		
10	20	box	Binder Clip ¾"		
11	20	box	Binder Clip 1"		
12	10	box	Binder Clip 2"		
13	200	ream	Bond Paper, 80gsm, size:210mm x 297mm (A4)		
14	15	ream	Bond Paper, 80gsm, size:216mm x 279mm (Short)		
15	75	ream	Bond Paper, 80gsm, size:216mm x 330mm (Legal)		
16	5	ream	Bond Paper, 80gsm, size:297mm x 420mm (A3)		
17	200	pc	Brown Envelope, Documentary, for legal size docs		
18	100	pc	Brown Envelope, Documentary, for A4 size docs		
19	200	pc	Clear Folder, P/X 14pts, 8.5" x 13"		
20	20	pc	Clipboard Folder Long w/ Cover		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
21	50	pc	Correction Tape, 5mm x 10m		
22	4	pc	Dating & Stamping Machine, Self-Ink (Small)		
23	6	box	Disposable Paper Cups, 8oz, 1000 pcs/box		
24	10	roll	Double Sided Tape, with Foam 1"		
25	2	box	White Mailing Envelope, Long, 500 pcs per box		
26	12	roll	Duct Tape, Heavy Duty, 2"		
27	150	pc	Envelope Expanding, w/ garter for legal size doc, brown		
28	30	pc	Fluorescent Marker, Highlighter, Assorted Color		
29	100	pc	Folder Ordinary A4, 14pts		
30	300	pc	Folder Ordinary Long, 14pts		
31	50	pc	Folder, Expanding Long, Pressboard		
32	1	roll	Laminating Film, 250 mic		
33	12	roll	Masking Tape, 1"		
34	12	roll	Masking Tape, 2"		
35	12	roll	Packaging Tape, 2"		
36	20	box	Paper Clip, 50MM,		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
37	20	box	Paper Clip,33MM,		
38	10	pc	Philippine Flag approx. 5ft x 3ft, embroidered		
39	10	pc	Official Record Book, 500 pages, with page number		
40	10	pc	Official Record Book, 300 pages, with page number		
41	20	box	Paper Fastener Metal, 7cm, 50 sets/box		
42	10	pck	Photo Paper, glossy		
43	4	box	Rubber Band, Big		
44	4	box	Rubber Band, Small		
45	8	pc	Scissor, Medium		
46	50	pr	Shoe Lace, Flat		
47	24	pc	Sign Pen- Refill Blue, 0.5mm		
48	24	pc	Sign Pen- Refill, Black, 0.5mm		
49	36	pc	Sign Pen, Black, liquid/gel ink, 0.5mm		
50	36	pc	Sign Pen, Blue, liquid/gel ink, 0.5mm		
51	12	pc	Sign Pen, Green, liquid/gel ink, 0.5mm		
52	12	pc	Sign Pen, Red, liquid/gel ink, 0.5mm		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
53	20	pc	Spiral Ring Binder, ½"		
54	20	pc	Spiral Ring Binder, ¾"		
55	20	pc	Spiral Ring Binder, 1"		
56	6	pc	Stamp pad Ink, Black, 30ml		
57	6	pc	Stamp pad Ink, purple or violet, 30ml		
58	6	pc	Stamp pad Ink, Red, 30ml		
59	60	box	Staple Wire #35, 5000pcs/box		
60	10	pc	Stapler #35 Heavy Duty,		
61	50	pck	Sticker Paper, A4 Size 10 sheets/pack		
62	10	pad	Sticky Note Tab, Assorted Color		
63	10	pad	Sticky Notepad, 3 x 3, Assorted Color		
64	10	pad	Sticky Notepad, 3 x 4, Assorted Color		
65	10	pad	Sticky Notepad, 3 x 5, Assorted Color		
66	10	pc	Storage Box w/ Lid made of thick Chip Board, Blue		
67	24	roll	Transparent Tape 1", Clear		
68	12	roll	Transparent Tape 2", Clear		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
69	10	pc	Chipboard/Kraft Board 3mm		
70	2	roll	Caution Tape, 3inch x 300m min		
71	1	pc	White Board with Frame, Size: 120cm x 90cm		
TOTAL AMOUNT OF QUOTATION					
-X-X- Nothing Follows -X-X-					

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 **01 August 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 September & October 2024).**



TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Various Office Supplies At Bicol International Airport (For September & October 2024)
Approved Budget	Two Hundred Thirty-Six Thousand Six Hundred Twenty Pesos (Php 236,620.00)
Delivery Period	Fifteen (15) calendar days.
Delivery Location/s	Supply Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay
Delivery Conditions	<ol style="list-style-type: none">1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days.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.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.
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.

Signature Over Printed Name of Dealer/Supplier

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


LINDA MARIE D. OGENA
Canvasser

Admin. Bldg., CAAP, Bicol International Airport, Daraga, Albay, Philippines, 4501

BAC/CCC Office Tel Nos.: 0906-410-2901

Tel. Hotline Nos.: 0945-341-6603/ 0929-461-2407/(052)742-3321

Email Address: bia_airport@caap.gov.ph / area_center5@caap.gov.ph