



REQUEST FOR QUOTATION

Date: September 4, 2024

RFQ.: AREA6-EBJ-SVP-2024-005

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

PhilGEPS Registration No.: _____

PROCUREMENT: Supply and Delivery of Office Supplies at Evelio B. Javier (Antique) 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, PhilGEPS Certificate of Registration, Omnibus Sworn Statement and Special Power of Attorney for Sole Proprietorship/Secretary Certificate for Corporation and Cooperative, if applicable**) not later than **September 11, 2024 at 10:00 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.) CHERRY PIE T. ACUÑA

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 Twenty (20) 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							
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS	
			QTY	Unit Price	Total Price		Yes	No		
		PHP 92,968.13								
1 Arch File, hardbound, Asstd Sizes	20 piece/s									
2 Ballpen, various colors, 0.5mm needle tip, semi-gel ink Black	35 piece/s									
3 Ballpen, various colors, 0.5mm needle tip, semi-gel ink Blue	35 piece/s									
4 Calculator, Compact, electronic, 12 digits cap, 1 unit in individual box	3 piece/s									
5 Clear Book, Legal	10 piece/s									
6 Clip Board, legal with cover	4 piece/s									
7 Clip, Backfold, assorted sizes, 12pieces per box	5 box/s									
8 Correction Tape , 5mm x 8m	10 piece/s									
9 Cutter Blade, 10 pieces per tube	3 tube/s									
10 Cutter Knife	3 piece/s									
11 Envelope, Documentary, short sizes	60 piece/s									
12 Envelope, Documentary, long sizes	60 piece/s									
13 Envelope, Expanding, Kraftboard, for legal size document	20 piece/s									
14 Envelope, Mailing, white, long sizes	500 piece/s									
15 Envelope, Transparent, plastic, long sizes	10 piece/s									

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			QTY	Unit Price	Total Price		Yes	No		
		PHP 92,968.13								
16	Eraser, Plastic or Rubber, medium size	3	piece/s							
17	Fastener, plastic, 700mm between prongs, 50 sets per box	12	boxes							
18	File Organizer, legal size, hardbound	12	piece/s							
19	Filing Tray, metal, 3 layers	5	piece/s							
20	Folder, expanded, long sizes	20	piece/s							
21	Folder, Fancy, long/short sizes	80	piece/s							
22	Glue Stick, various sizes, 10 pieces per pack	5	pack/s							
23	Glue, all-purpose, gross weight: 200grams	5	tube/s							
24	Laminating Film, 250mmx50m	2	roll/s							
25	Marker, Permanent, blue,black	10	piece/s							
26	Marker, Whiteboard, blue,black	10	piece/s							
27	Memo Pad, 3x3", four colored design	10	pad/s							
28	Notepad, Stick-On, 1x3"	5	piece/s							
29	Paper Clip, standard sizes,100 pieces/box	12	box/s							
30	Paper Cutter B4 (12"x15")	1	unit/s							

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		PHP 92,968.13								
31 Paper, Multicopy, 70gsm, size: 210mm x 297mm (A4)	36 ream/s									
32 Paper, Multicopy, 70gsm, size: 216mm x 279mm (legal)	36 ream/s									
33 Paper, Photo, various sizes, waterproof, glossy, 10pcs/pack	8 pack/s									
34 Pencil, Lead with Eraser, 12 dozens per box	2 box/s									
35 Ring Binder, Plastic, assorted sizes, 10 pieces per bundle	3 piece/s									
36 Scissors, symmetrical, blade length: 65mm, 1 piece in individual plastic	2 piece/s									
37 Sign Pen, black, blue, liquid/gel ink, 0.5mm needle tip	40 piece/s									
38 Staple Wire Remover	2 piece/s									
39 Staple Wire, various sizes	20 box/s									
40 Stapler, Standard Type, load cap: 200 staples min, 1 piece in individual box	1 piece/s									
41 Tape, Double-sided, various sizes	6 roll/s									
42 Tape, Masking, various sizes	10 roll/s									
43 Tape, Packaging, width: 2"	15 piece/s									
44 Tape, Transparent, various sizes	6 piece/s									
45 Brother ink printer black	4 piece/s									

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			QTY	Unit Price	Total Price		Yes	No	
		PHP 92,968.13							
46 Brother ink printer tricolor (black,tricolor) 3bottles	4 piece/s								
47 DVD-RW, with case	5 piece/s								
48 Epson, L3110 printer ink (black,tricolor) 4 bottles	6 box/s								
49 External Hard Drive, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	1 unit/s								
50 Flash Drive, 32 GB capacity, 1 piece in individual blister pack	3 unit/s								

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			PHP 92,968.13									
51	Uninterruptible Power Supply, 600-650VA		1	unit/s								
	TOTAL											

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>

