



11 September 2024  
 Date

**REQUEST FOR QUOTATION**

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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 Sanitary Supplies At Bicol International Airport (For October 2024)** project. It is requested that price quotations be submitted in an envelope, duly sealed, **to be opened by our Canvass and Contract Committee (CCC) not later than 2:00 p.m. on 17 September 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.	Box	60	Jumbo Roll Tissue 200 mtrs. / 2 Ply Hygienic		
2.	Box	5	Liquid Hand Soap, Vanilla, Lemon & Bubble Gum (4gal/box)		
3.	Pack	10	Trash Bag, Black, XXL 37"x 40"(200's/pack)		
4.	Pack	8	Trash Bag, Black, Medium 22"x 24"(500's/pack)		
5.	Pack	4	Trash Bag, Transparent, XXL 37"x 40"(200's/pack)		
6.	box	5	Interleave Bathroom Tissue 2ply		
7.	box	2	Urinal Screen Mango (10pcs. /box)		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<i>X-X-X-X- Nothing Follows-X-X-X-X-X</i>					

**Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, and Brochures/Pictures indicating brand name and description of the sanitary supplies, including manufacturer's name of the tissue, and hand soap shall be automatically disqualified.** Your prices must be quoted in Philippine Peso and





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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 17 September 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 Sanitary Supplies At Bicol International Airport (For October 2024).**

**TERMS OF REFERENCE**

Name of Project	Supply And Delivery Of Sanitary Supplies At Bicol International Airport (For October 2024)
Approved Budget	One Hundred Seventy-Five Thousand Seven Hundred Forty Pesos (Php 175,740.00),
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"> <li>1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days.</li> <li>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.</li> <li>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.</li> </ol>
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations

Very truly yours,

  
**EPIFANIO O. PRINIA, JR.**  
 Chairperson, Canvass and Contract 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.

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Signature Over Printed Name of Dealer/Supplier

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply And Delivery Of Sanitary Supplies At Bicol International Airport (For October 2024)** project to the above-named dealer/supplier in accordance with the existing regulations.

  
LINDA MARIE D. OGENA  
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Canvasser