



REQUEST FOR QUOTATION

Date: September 18, 2024

RFQ.: AREA6-GPR-SVP-2024-004

Name of Company: _____
 Address: _____
 Business Permit No.: _____
 TIN No.: _____
 PhilGEPS Registration No.: _____

PROCUREMENT: Supply and Delivery of Office and IT Supplies for CY 2024 at Godofredo P. Ramos 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 24, 2024 at 9:30 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 Thirty (30) 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 283,702.38							
Common Office Supplies									
1 BALLPEN, Faber Casttle, (Black & Blue)	450 piece								

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			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes	No	
		PHP 283,702.38							
2 BALLPEN, VARIOUS COLORS, 0.4mm needle Dong A My Gel (Black & Blue)	280	piece							
3 Binder Index Divider 12 Tabs A4	12	pack							
4 Binder Index Divider 5 Tabs A4	12	pack							
5 Binder Index Divider 10 Tabs A4	12	pack							
6 CLEAR BOOK, Legal Refill (10 pcs per pack)	15	piece							
7 CLIP BOARD, legal with cover	5	piece							
8 CORRECTION PEN- fluid, papermate	20	piece							
9 CORRECTION TAPE, 5mm x 8m	20	piece							
10 CUTTER BLADE, 10 pieces per tube	2	tube							
11 CUTTER KNIFE	5	piece							
12 DYMO (Label Cassette refill 12mmx7m) 1/2" x23' 45013white (5pcs per box)	10	box							
13 ENVELOPE, DOCUMENTARY (Brown, Long)	150	piece							
14 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	30	piece							
15 ENVELOPE, TRANSPARENT, plastic, Long and Short	60	piece							
16 ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD	1	piece							
17 Laminating film 250micronsx50m	2	rolls							
18 FASTENER, plastic, 50 sets per box (8.5 inches long)	12	box							
19 Folder white (legal size)	170	piece							
20 MARKER, FLOURESCENT, assorted color	6	piece							
21 MARKER, PERMANENT, fine, various colors	4	piece							
22 MARKER, PERMANENT, broad, various colors	24	piece							
23 MARKER, WHITEBOARD, various colors	12	piece							

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			PHP 283,702.38								
24	NOTEPAD, STICK-ON, assorted sizes	12	piece								
25	PAPER, MULTICOPY, 70gsm, size: 210mm x 297mm (A4)	80	ream								
26	PAPER, MULTICOPY, 70gsm, size: 216mm x 279mm (legal)	70	ream								
27	PAPER, MULTICOPY, 70gsm, size: 216mm x 279mm (letter)	30	ream								
28	PAPER, PHOTO, A4, waterproof, glossy, 10pcs/pack	15	pack								
29	PAPER, SPECIAL (BOARD), A4, 10 sheets/pack	5	pack								
30	POST-IT, Plastic Label (sign here)	16	piece								
31	PUSH PINS, various colors	2	box								
32	RECORD BOOK, assorted pages, size: 214mm x 278mm min	10	piece								
33	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	8	piece								
34	STAMP PAD, Size No. 2 (Purple)	4	piece								
35	STAPLE WIRE REMOVER, PLIER TYPE	6	piece								
36	STAPLE WIRE, No. 10	4	box								
37	STAPLER, STANDARD TYPE, 200 staples min, 1 piece in individual box	6	piece								
38	STICKER PAPER, A4, inkjet, high gloss, 80gsm, 10pcs/pack	30	pack								
39	TAPE DISPENSER, TABLE TOP	3	piece								
40	TAPE, DOUBLE-SIDED, 1 inch	24	roll								
41	TAPE, MASKING, 1 inch	10	roll								
42	TAPE, PACKAGING, width: 2"	10	roll								
43	TAPE, TRANSPARENT, 2 inch	20	roll								
44	Whiteboard, aluminum frame, wall mounted, size: 4'x3'	1	lot								
45	Wall mounted Clock	3	unit								

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			PHP 283,702.38								
IT SUPPLIES											
46 EPSON, various colors Refill (Epson L120) T6641	10	piece									
47 EPSON, various colors Refill (Epson L120) T6642	10	piece									
48 EPSON, various colors Refill (Epson L120) T6643	10	piece									
49 EPSON, various colors Refill (Epson L120)T6644	10	piece									
50 EPSON, various colors Refill (Epson L3156) Black	9	piece									
51 EPSON, various colors Refill (Epson L3156) Cyan	9	piece									
52 EPSON, various colors Refill (Epson L3156) Magenta	9	piece									
53 EPSON, various colors Refill (Epson L3156) Yellow	9	piece									
54 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 (Western Digital)	3	piece									
55 HP 704 Black	15	cartridge									
56 HP 704 Tri-Color	15	cartridge									
57 Lazer Pointer Rechargeable (for powerpoint presentation)	2	piece									
58 Telephone Set	2	unit									
59 Telephone Set (Wall Type keypad not on the handset)	2	unit									
60 TONER KIT- Kyocera TK-100	2	box									
61 TONER, Ineo 116 photocopier (box of 2)	2	box									
62 TONER- Ineo, 118 (box of 2)	2	box									
63 UNINTERRUPTIBLE POWER SUPPLY, 325 watts/650VA	2	unit									
64 USB Wall Charger (Li-Ion 3.7V 18650 4 slots)	1	unit									
65 velcro straps, 10mm x 5 meters	5	meter									
66 8 Port Network Switch	2	unit									

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			PHP 283,702.38							
67	Router Tp Link (WR840N)	1	unit							
68	Laminating Machine Heavy Duty	1	unit							
69	Computer Speaker	1	unit							
	TOTAL									

Signature over Printed Name

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

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