



2024-33

November 13, 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 4TH QUARTER AT CLARK, SUBIC AND IBA AIRPORT

Approved budget for the project – Php 138,087.00

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 November 14, 2024.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before November 21, 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 : 2024-33

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 4th 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 November 21, 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 (if applicable)	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)	
	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)	Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)
	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 4th 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		
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		
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	38		
Clip, Double Binder 2" (12 pcs/box)	box	14		
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	10		
Bond Paper, Legal, 70gsm, Substance 20, Ultra White, 8 1/2" X 13" (500 sheets)	ream	20		
Cork Board 24" x 36" with Aluminum Frame	pc	6		
Correction Tape	pc	34		
Envelope, Plastic, Expanding, for legal size doc	pc	6		
Envelope, Plastic, for legal size doc	pc	12		
Paper Clip, 33mm, 100pcs per box or 52 grams (min.) (net of box)	box	12		
Fastener, Metal, 70mm between prongs, 50 sets per box	box	5		
Fax Paper 216mmx30M	roll	40		
Expandable envelope, Long (Brown)	pc	100		
Folder, L-type, Legal size, Brown	pc	24		
Folder, White, Long	pc	160		
Folder, White, Short	pc	100		
Glue, Multi-purpose, 118ML	bottle	6		
Plastic Ruler Transparent 12"	pc	20		
Marker, Flourescent, Assorted	pc	20		
Marker, Permanent, Bullet Type, Black	pc	24		
Marker, Permanent, Bullet Type, Blue	pc	24		
Paper Cutter, Wood, A4 size	pc	1		
Paper Rack Organizer Tray, 4-tier	unit	9		
Paper Organizer Tray, 1 layer	unit	1		

Retractable Cutter, Big	pc	10		
Cutter Blade Refill, 18mm, 10pcs per pack	pack	1		
Scissors, Big, Stainless Steel	pc	10		
Scissors, symmetrical, blade length: 65mm, 1pc in individual plastic	pc	10		
Sign Here Sticker Marker (Stylish Film index)	pack	22		
Sign Pen, Hi-Tecpoint V10 Grip, Capped Type, Blue	pc	48		
Sign Pen, Hi-Tecpoint V7 RT, Refillable, Blue	pc	24		
Tape, Double-sided adhesive, 1 inch	roll	6		
Tape, Masking, 1 inch	roll	6		
Tape, Transparent, 1 inch	roll	6		
Data file box, made of chipboard, with closed ends, Blue	pc	34		
Puncher, Heavy duty, Large	pc	10		
Staple Wire #35, fits all standard staplers	pc	10		
6 x 3 Custom Stamp	pc	3		
Ink Color: Black				
Refillable and replaceable ink pad				
Pre-inked stamp (approximately 200 imprints)				
Acrylic Writing Board Transparent (18x24)	set	2		
With Stand-off bolts, screws & tux for wall mounting				
Thick, sturdy, premium quality acrylic				
Marker for Acrylic writing board (erasable)	pc	10		
Ink for Printer, Black, Code 003	bottle	25		
65ml, For Epson printer				
Ink for Printer, Magenta, Code 003	bottle	15		
65ml, For Epson printer				
Ink for Printer, Cyan, Code 003	bottle	15		
65ml, For Epson printer				
Ink for Printer, Yellow, Code 003	bottle	15		
65ml, For Epson printer				
Wired Earphones with noise cancelling and mic - compatible with computer	pc	2		
Ink for Printer, Black, Code 664	bottle	24		
70ml, For Epson printer				
Ink for Printer, Magenta, Code 664	bottle	2		
70ml, For Epson printer				
Ink for Printer, Cyan, Code 664	bottle	2		
70ml, For Epson printer				
Ink for Printer, Yellow, Code 664	bottle	2		
70ml, For Epson printer				
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.

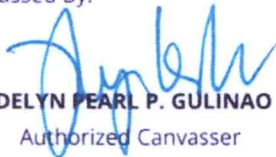
Payment Details:

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 4th quarter	
Approved Budget for the Contract: One Hundred Thirty Eight Thousand Eighty Seven Pesos Only (PhP138,087.00)	
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

