



**REQUEST FOR QUOTATION - Shopping 52.1 (b)**

Date: November 15, 2024

RFQ.: SHOPPING (B)-ILO-2024-002

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN No.: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

**PROCUREMENT: Supply and Delivery of Office Supplies for the month October to December 2024 of Iloilo International 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 and PhilGEPS**

**Certificate of Registration not later than November 19, 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.) ROBERTO B. MONTELIJAO JR.**

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 there are signed or initiated by you or any of your duly authorized representative's.
9. The item/s shall be delivered within **Fifteen (15)** 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 225,497.00                  |       |            |             |   |   |    |         |

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| 1 Ballpen 0.5 mm Black (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out | 230            | pcs   |                                 |       |            |             |   |   |    |         |  |
| 2 Ballpen 0.5 mm Blue (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out  | 60             | pcs   |                                 |       |            |             |   |   |    |         |  |
| 3 Binder Clips 3/4 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight  | 24             | boxes |                                 |       |            |             |   |   |    |         |  |
| 4 Binder Clips 1 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight  | 24             | boxes |                                 |       |            |             |   |   |    |         |  |
| 5 Binder Clips 1 1/4 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight  | 24             | boxes |                                 |       |            |             |   |   |    |         |  |
| 6 Binder Clips 1 5/8 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight  | 24             | boxes |                                 |       |            |             |   |   |    |         |  |
| 7 Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm   | 36             | packs |                                 |       |            |             |   |   |    |         |  |
| 8 Bond Paper A4 20gsm 500 sheets per ream  | 300            | reams |                                 |       |            |             |   |   |    |         |  |
| 9 Bond Paper long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY  | 100            | reams |                                 |       |            |             |   |   |    |         |  |
| 10 Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY  | 50             | reams |                                 |       |            |             |   |   |    |         |  |
| 11 Carbon Paper, Black, Long, 100Sheets/box  | 4              | boxes |                                 |       |            |             |   |   |    |         |  |
| 12 Carbon Paper, Blue, Long, 100Sheets/box   | 2              | boxes |                                 |       |            |             |   |   |    |         |  |
| 13 Clip Board w/ cover Royal Blue  | 10             | pcs   |                                 |       |            |             |   |   |    |         |  |
| 14 Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m   | 120            | pcs   |                                 |       |            |             |   |   |    |         |  |
| 15 Cutter  | 12             | pcs   |                                 |       |            |             |   |   |    |         |  |

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| 16               | Cutter Blade (10pcs/tube)  | 12   | pcs                             |       |            |             |   |   |    |         |
| 17               | Double Sided Tape; ordinary, 1"  | 24   | rolls                           |       |            |             |   |   |    |         |
| 18               | Expanded Folder long (Red)   | 100  | pcs                             |       |            |             |   |   |    |         |
| 19               | Expanded Envelop long (Red)  | 50   | pcs                             |       |            |             |   |   |    |         |
| 20               | Expanded Envelop long (Yellow)   | 50   | pcs                             |       |            |             |   |   |    |         |
| 21               | Highlighter (pastel blue)  | 24   | pcs                             |       |            |             |   |   |    |         |
| 22               | Highlighter (yellow)   | 24   | pcs                             |       |            |             |   |   |    |         |
| 23               | LAMINATING FILM, A3, easy to operate on laminating machines, shorter operation time and labor savings, strong, versatile and lightweight and ideal for use with all types of print, low melt adhesive coating inside; good resistance to scuff, scratch and tear, gloss finish 250 microns | 1    | boxes                           |       |            |             |   |   |    |         |
| 24               | Filing Folder white long   | 1000 | pcs                             |       |            |             |   |   |    |         |
| 25               | Memo Pads Colored 3x3  | 36   | pads                            |       |            |             |   |   |    |         |
| 26               | Memo Pads Colored 3x4  | 36   | pads                            |       |            |             |   |   |    |         |
| 27               | Mimeographing Paper, long, ordinary  | 50   | reams                           |       |            |             |   |   |    |         |
| 28               | Paper Clips (Big) 50mm   | 48   | boxes                           |       |            |             |   |   |    |         |
| 29               | Paper Clips (Small) 33mm   | 36   | boxes                           |       |            |             |   |   |    |         |
| 30               | Paper Fastener (Plastic)   | 24   | boxes                           |       |            |             |   |   |    |         |
| 31               | Permanent Marker Pen (Black)   | 36   | pcs                             |       |            |             |   |   |    |         |
| 32               | Photo Paper, Glossy, A4, Waterproof  | 24   | packs                           |       |            |             |   |   |    |         |
| 33               | Post it 2 x 1.5  | 36   | pads                            |       |            |             |   |   |    |         |
| 34               | Post it 3x3  | 36   | pads                            |       |            |             |   |   |    |         |
| 35               | Post it 3x4  | 36   | pads                            |       |            |             |   |   |    |         |
| 36               | Push Pin   | 12   | packs                           |       |            |             |   |   |    |         |
| 37               | Rubber Band, Big   | 10   | boxes                           |       |            |             |   |   |    |         |
| 38               | Scotch Tape 1"   | 36   | pcs                             |       |            |             |   |   |    |         |
| 39               | Scotch Tape 2"   | 24   | pcs                             |       |            |             |   |   |    |         |
| 40               | Sign pen Black 0.4 My gel  | 36   | pcs                             |       |            |             |   |   |    |         |
| 41               | Sign pen Blue 0.4 My gel   | 96   | pcs                             |       |            |             |   |   |    |         |
| 42               | Sign pen Black 0.7 My gel  | 120  | pcs                             |       |            |             |   |   |    |         |

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| 43               | Sign pen Blue 0.7 My gel      | 120 | pcs                             |       |            |             |   |   |    |         |
| 44               | Signature Post IT, 24 pcs/box | 10  | boxes                           |       |            |             |   |   |    |         |
| 45               | Staepler #35                  | 12  | pcs                             |       |            |             |   |   |    |         |
| 46               | Staple Wire #35               | 50  | boxes                           |       |            |             |   |   |    |         |
| 47               | Whiteboard Marker Blue        | 24  | pcs                             |       |            |             |   |   |    |         |
| 48               | Whiteboard 4x3                | 1   | pc                              |       |            |             |   |   |    |         |
|                  |                               |     |                                 |       |            |             |   |   |    |         |
|                  | <b>TOTAL</b>                  |     |                                 |       |            |             |   |   |    |         |

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*Signature over Printed Name*

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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](mailto:bac_area6@caap.gov.ph) | <https://caap.gov.ph> |