



14 October, 2024

Date

REQUEST FOR QUOTATION

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 And Delivery Of IT Supplies For November And December 2024 For Various Units Of Bicol International Airport** 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 18 October 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.	bot.	40	Epson Ink 003 Black		
2.	bot.	25	Epson Ink 003 Cyan		
3.	bot.	25	Epson Ink 003 Magenta		
4.	bot.	25	Epson Ink 003 Yellow		
5.	pcs.	6	16GB USB Flashdrive 3.0		
6.	pcs.	6	32GB USB Flashdrive 3.0		
7.	pc.	1	Canon Ink PFI-8120 Black		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
<b>Continuation</b>					
8.	pc.	1	Canon Ink PFI-8120 Cyan		
9.	pc.	1	Canon Ink PFI-8120 Magenta		
10.	pc.	1	Canon Ink PFI-8120 Yellow		
11.	pcs.	3	Wireless Mouse		
12.	pcs.	2	Keyboard		
<b>TOTAL AMOUNT OF QUOTATION</b>					
<b>-x-x- nothing follows -x-x-</b>					

**Quotations not accompanied by Current Mayor's/Business Permit and Phil-GEPS Registration Number shall be automatically disqualified.** Your prices must be quoted in Philippine Peso and 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 18 October 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 IT Supplies For November And December 2024 For Various Units Of Bicol International Airport.**



**TERMS OF REFERENCE**

Name of Project	Supply And Delivery Of IT Supplies For November And December 2024 For Various Units Of Bicol International Airport
Approved Budget	Sixty-Seven Thousand Nineteen Pesos (Php 67,019.00)
Delivery Period	Fifteen (15) calendar days.
Delivery Location/s	Supply Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay
Delivery Conditions	<div>1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days.</div> <div>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.</div> <div>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.</div>
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





Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**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.

---

Signature Over Printed Name of Dealer/Supplier

-----

TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the project **Supply And Delivery Of IT Supplies For November And December 2024 For Various Units Of Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

**LINDA MARIE D. OGENA**

---

Canvasser