



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

**REQUEST FOR QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Shopping Method** for the "Procurement of Office Supplies for CAAP Head Office FY 2024" in accordance with Section 52.1 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-148-12**  
Name of Project : **Procurement of Office Supplies for CAAP Head Office FY 2024**  
Approved Budget for Contract : **P581,282.00**  
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications  
Location : Procurement Division, CAAP, MIA Road, Pasay City  
Delivery Term : **Thirty (30) calendar days** from the receipt of Notice for Compliance  
Partial Delivery is **not allowed**  
Delivery Time : 8:00 AM – 4:00 PM (Monday to Friday/ Regular Work Days)  
Delivery Location : **CAAP Head Office Warehouse**

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (**Annex "A"**) during submission of offer/Quotation.

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid**.

Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.

The quotation shall be submitted in sealed envelope on or before the closing date of **December 18, 2024 at 2:00 PM**, CAAP Procurement Division and addressed to:

**ATTY. JOHN BEAU B. MASIGLAT**  
Chairperson, Canvass and Contract Committee  
Gate 3 CAAP, Old MIA Road  
Pasay City, Metro Manila

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or, more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC 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.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP 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.

Pasay City, December 13, 2024

  
**MELINA C. REYES**  
CCC Vice Chairperson





PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Chairperson  
Canvass and Contract Committee  
Procurement Division, CAAP,  
MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

PROCUREMENT OF OFFICE SUPPLIES FOR CAAP HEAD OFFICE FY 2024				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Acetate LCT PVC cover clear, A4	5	Packs		
Acetate LCT PVC cover clear, long	5	Packs		
Acrylic Table name Holder desk name	20	pcs		
A4 80gsm Yellow Paper for AIS Publication	50	Reams		
Ballpen, black	1200	Pcs		
Ballpen, blue	1394	Pcs		
Ballpen, red	100	Pcs		
Copy paper, A3	113	Reams		
Cutting mat	2	Pcs		
Cork pin	20	Box		
Cling Wrap, (Industrial Grade)	21	Rolls		
Dating and Stamping machine	101	Pcs		
Double Sided tape, adhesive	49	Rolls		
Duct Tape, width: 48mm (±1mm)	25	Rolls		
Index Tab, (Sign Here), assorted color per box	129	Packs		
Index Card, (5" x 8"), ruled both side	14	Pads		
Magnetic sheet, A4 1mm thick ea. no adhesive	8	Packs		
Paper, Photo (A4) 10 pieces per pack	17	Packs		
Sticker Paper, (A4) 10 pieces per	114	Packs		



pack				
Stamp Ink, (Shiny) blue, 28ml	12	Bottles		
Stamp Ink, black (For Numbering)	17	Bottles		
Stamp Ink, Red (For Numbering)	2	Bottles		
Super glue	13	Pcs		
Sign here tab	49	Packs		
Styro board	10	Pcs		
Memo Note Pad	13	Pads		
Post it, sign here	193	Packs		
Magnifying Glass	3	Pcs		
Note pad, stick on, 2 x 3	583	Pads		
Note pad, stick on, 3 x 3	545	Pads		
Note pad, stick on, 3 x 4	324	Pads		
Plastic Clipboard with cover	16	Pcs		
Tray, Desk 3 Layer	17	Pcs		
Sign pen, black, liquid//gel ink, 0.5mm needle type	881	Pcs		
Sign pen, blue, liquid//gel ink, 0.5mm needle type	1141	Pcs		
Sign pen, Red, liquid//gel ink, 0.5mm needle type	419	Pcs		
Sign pen, black, Hi-Tech Point 7mm	24	Pcs		
Sign pen, blue, Hi-Tech Point 7mm	24	Pcs		
Three Hole Binder, 2inches Thick, A4 color blue	40	Pcs		
Three Hole Binder, 3inches Thick, A4 color blue	40	Pcs		
Three Hole Binder, 4inches Thick, A4, color blue	40	Pcs		
Three Hole Binder, 2inches Thick, Legal	24	Pcs		
Three Hole Binder, 2inches Thick, Legal	24	Pcs		
Three Hole binder, 1" thick, A4 color Blue	23	Pcs		
Three Hole binder, 2" thick, A4 color Blue	22	Pcs		
Three Hole binder, 3" thick, A4 color Blue	22	Pcs		
Three Hole binder, 4" thick, A4 color Blue	31	Pcs		
Three Hole binder, 2" thick (D-Type)	37	Pcs		





Three Hole binder, 3" thick (D-Type)	37	Pcs		
Puncher paper, heavy duty, with three-hole guide	4	Pcs		
<b>Total (Inclusive of VAT)</b>				

(Amount in Words) \_\_\_\_\_

\_\_\_\_\_The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Position

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

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Email Address

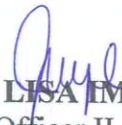




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pack	Post it, sign here	193
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pcs	Three Hole binder, 2" thick (D-Type)	37
pcs	Three Hole binder, 3" thick (D-Type)	37
pcs	Puncher paper, heavy duty, with three-hole guide	4

Prepared by:

Approved by:

  
MONA LISA IMPERIAL  
Supply Officer II

  
GEMB KAHMIL GARCIA ANISCOL  
Chief, Supply Division