



06 December, 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 Various Office Supplies At Bicol International Airport (For November And December 2024)** 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 12 December 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.	btl	20	Alcohol, 70%, Solution Spray Bottle, 300ml		
2.	gal	60	Alcohol, 70%, Solution, 3.785 L		
3.	pc	10	Arch File, Folder Long, Color Blue		
4.	pc	200	Ballpen, Black Color 0.5mm/0.7mm		
5.	pc	200	Ballpen, Blue Color 0.5mm/0.7mm		
6.	pc	100	Ballpen, Red Color 0.5mm/0.7mm		
7.	pc	24	Battery, AA, 2's Alkaline		
8.	pc	24	Battery, AAA, 2's Alkaline		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
9.	20	box	Binder Clip ¾"		
10.	20	box	Binder Clip 1"		
11.	10	box	Binder Clip 2"		
12.	200	ream	Bond Paper, 80gsm, size:210mm x 297mm (A4)		
13.	15	ream	Bond Paper, 80gsm, size:216mm x 279mm (Short)		
14.	75	ream	Bond Paper, 80gsm, size:216mm x 330mm (Legal)		
15.	5	ream	Bond Paper, 80gsm, size:297mm x 420mm (A3)		
16.	50	pc	Brown Envelope, Documentary, for legal size docs		
17.	100	pc	Brown Envelope, Documentary, for A4 size docs		
18.	5	pc	Calculator, 12 digits cap		
19.	200	pc	Clear Folder ,P/X 14pts, 8.5" x 13"		
20.	10	pc	Clipboard Folder Long w/ Cover		
21.	50	pc	Correction Tape, 5mm x 10m		
22.	4	pc	Dating & Stamping Machine, Self Ink (Small)		
23.	10	box	Disposable Paper Cups, 8oz, 1000 pcs/box		
24.	10	pc	Double Sided Tape, 1"		
25.	6	pc	Double Sided Tape, w/ foam 1"		
26.	12	roll	Duct Tape, Heavy Duty, 2"		



ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
27.	pc	150	Envelope Expanding, w/ garter for legal size doc, brown		
28.	pc	15	Fluorescent Marker, Highlighter, Assorted Color		
29.	pc	100	Folder Ordinary A4, 14pts		
30.	pc	300	Folder Ordinary Long, 14pts		
31.	pc	50	Folder, Expanding Long, Pressboard		
32.	roll	2	Laminating Film, 250 mic		
33.	pc	24	Marker, permanent, black		
34.	pc	24	Marker, permanent, blue		
35.	pc	12	Marker, permanent, red		
36.	pc	12	Marker, whiteboard, black		
37.	pc	12	Marker, whiteboard, blue		
38.	pc	6	Marker, whiteboard, red		
39.	pc	12	Masking Tape, 1"		
40.	pc	12	Masking Tape, 2"		
41.	pc	4	Official Record Book, 300 pages, with page number		
42.	pc	12	Official Record Book, 500 pages, with page number		
43.	pc	20	Packaging Tape, 2"		
44.	box	20	Paper Clip, 50MM,		





ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
45.	box	20	Paper Clip,33MM,		
46.	box	20	Paper Fastener Metal, 7cm, 50 sets/box		
47.	pcs	20	Pencil, Mongol 2		
48.	pck	5	Photo Paper, glossy		
49.	pck	1	PVC Binding Cover Film (Clear), A4, 300 micron (100 sheets)		
50.	pck	1	PVC Binding Cover Film (Clear), Legal, 300 micron (100 sheets)		
51.	box	4	Rubber Band , Big		
52.	box	8	Rubber Band , Small		
53.	pc	6	Scissor, Medium		
54.	pr	50	Shoe Lace, Flat		
55.	pc	24	Sign Pen- Refill Blue, 0.5mm		
56.	pc	24	Sign Pen- Refill, Black, 0.5mm		
57.	pc	36	Sign Pen, Black, liquid/gel ink, 0.5mm		
58.	pc	36	Sign Pen, Blue, liquid/gel ink, 0.5mm		
59.	pc	12	Sign Pen, Green, liquid/gel ink, 0.5mm		
60.	pc	10	Spiral Ring Binder, ½"		
61.	pc	20	Spiral Ring Binder, ¾"		
62.	pc	10	Spiral Ring Binder, 1"		





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ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
63.	pc	5	Stamp pad, black, 5.5" x 4"		
64.	pc	3	Stamp pad No. 3, violet felt, 2.75" x 4"		
65.	box	40	Staple Wire #35, 5000pcs/box		
66.	pc	3	Staple Wire Remover, plier type		
67.	pc	5	Stapler #35 Heavy Duty,		
68.	pck	20	Sticker Paper, A4 Size 10 sheets/pack (matte)		
69.	pad	10	Sticky Note Tab, Assorted Color		
70.	pad	10	Sticky Notepad, 3 x 3, Assorted Color		
71.	pad	10	Sticky Notepad, 3 x 4, Assorted Color		
72.	pad	10	Sticky Notepad, 3 x 5, Assorted Color		
73.	pc	20	Storage Box w/ Lid made of thick Chip Board, Blue		
74.	roll	24	Transparent Tape 1", Clear		
75.	roll	12	Transparent Tape 2", Clear		
76.	pck	5	Vellum Paper, Cream, A4, 220GSM		
77.	pc	2	White Board Eraser		
78.	box	2	White Mailing Envelope, Long, 500 pcs per box		
TOTAL AMOUNT OF QUOTATION					
-x-x- nothing follows -x-x-					





Quotations not accompanied by Current Mayor’s/Business Permit, Phil-GEPS Registration Number, and Brochures/Pictures indicating brand name and description of office supplies, 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 12 December 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 Various Office Supplies At Bicol International Airport (For November And December 2024).

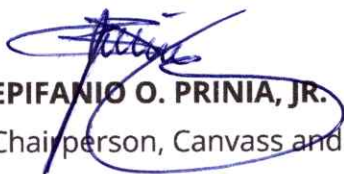
TERMS OF REFERENCE

Name of Project	Supply And Delivery of Various Office Supplies At Bicol International Airport (For November And December 2024)
Approved Budget	Two Hundred Twenty Thousand Nine Hundred Seventy-Nine Pesos (Php 220,979.00)
Delivery Period	Fifteen (15) calendar days.
Delivery Location/s	Supply Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay
Delivery Conditions	1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days. 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. 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.



Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations.
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Very truly yours,


EPIFANIO O. PRINIA, JR.
Chairperson, Canvass and Contract Committee



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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 Various Office Supplies At Bicol International Airport (For November And December 2024)** to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA
Canvasser

