



17 March, 2025
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 BIA (For January and February 2025)** 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 21 March 2025** 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.	20	btl	Alcohol, 70%, Solution Spray Bottle, 300ml		
2.	20	gal	Alcohol, 70%, Solution, 3.785 L		
3.	10	pc	Arch File, Folder A4, Color Blue		
4.	10	pc	Arch File, Folder Long, Color Blue		
5.	200	pc	Ballpen, Black Color 0.5mm/0.7mm		
6.	200	pc	Ballpen, Blue Color 0.5mm/0.7mm		
7.	100	pc	Ballpen, Red Color 0.5mm/0.7mm		
8.	12	pc	Battery, AA, 2's Alkaline		
9.	12	pc	Battery, AAA, 2's Alkaline		
10.	10	box	Binder Clip ¾"		
11.	10	box	Binder Clip 1"		
12.	10	box	Binder Clip 2"		
13.	200	ream	Bond Paper, 80gsm, size:210mm x 297mm (A4)		
14.	15	ream	Bond Paper, 80gsm, size:216mm x 279mm (Short)		
15.	100	ream	Bond Paper, 80gsm, size:216mm x 330mm (Legal)		
16.	100	pc	Brown Envelope, Documentary, for A4 size docs		
17.	150	pc	Brown Envelope, Documentary, for Legal size docs		



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ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
18.	5	box	Bulldog Clips, 12 pcs/box, 3"		
19.	5	pck	Carbon Paper, 10 sheets/pack, Long		
20.	200	pc	Clear Folder ,P/X 14pts, 8.5" x 13"		
21.	10	pc	Clipboard Folder Long w/ Cover		
22.	50	pc	Correction Tape, 5mm x 10m		
23.	5	pc	Cutter Knife		
24.	10	box	Disposable Paper Cups, 8oz, 1000 pcs/box		
25.	24	pc	Double Sided Tape, 1"		
26.	12	pc	Double Sided Tape, w/ foam 1"		
27.	12	roll	Duct Tape, Heavy Duty, 2"		
28.	150	pc	Envelope Expanding, w/ garter for legal size doc, brown		
29.	5	pc	Eraser, Rubber		
30.	24	pc	Fluorescent Marker, Highlighter, Assorted Color		
31.	100	pc	Folder Ordinary A4, 14pts		
32.	200	pc	Folder Ordinary Long, 14pts		
33.	50	pc	Folder, Expanding Long, Pressboard		
34.	2	roll	Laminating Film, 250 mic		
35.	24	pc	Masking Tape, 1"		
36.	24	pc	Masking Tape, 2"		
37.	12	pc	Official Record Book, 300 pages, with page number		
38.	12	pc	Official Record Book, 500 pages, with page number		
39.	12	pc	Packaging Tape, 2"		
40.	10	box	Paper Clip, 50MM,		
41.	10	box	Paper Clip,33MM,		
42.	20	box	Paper Fastener Metal, 7cm, 50 sets/box		
43.	20	pcs	Pencil, Mongol 2		
44.	2	pcs	Puncher		
45.	2	box	Rubber Band , Big		





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ITEM NO.	UNIT	QTY.	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
46.	4	box	Rubber Band , Small		
47.	20	pcs	Ruler, Plastic, 12"		
48.	5	pc	Scissor, Medium		
49.	50	pr	Shoe Lace, Flat		
50.	24	pc	Sign Pen- Refill Blue, 0.5mm		
51.	24	pc	Sign Pen- Refill, Black, 0.5mm		
52.	36	pc	Sign Pen, Black, liquid/gel ink, 0.5mm		
53.	36	pc	Sign Pen, Blue, liquid/gel ink, 0.5mm		
54.	12	pc	Sign Pen, Green, liquid/gel ink, 0.5mm		
55.	10	pc	Sign Pen, Red, liquid/gel ink, 0.5mm		
56.	3	pc	Stamp pad ink, purple or violet, 30 ml		
57.	40	box	Staple Wire #35, 5000pcs/box		
58.	5	pc	Stapler #35 Heavy Duty,		
59.	50	pck	Sticker Paper, A4 Size 10 sheets/pack (matte)		
60.	20	pad	Sticky Note Tab, Assorted Color		
61.	20	pad	Sticky Notepad, 3 x 3, Assorted Color		
62.	20	pad	Sticky Notepad, 3 x 4, Assorted Color		
63.	10	pc	Storage Box w/ Lid made of thick Chip Board, Blue		
64.	36	roll	Transparent Tape 1", Clear		
65.	24	roll	Transparent Tape 2", Clear		
66.	20	pck	Vellum Paper, Cream, A4, 220GSM		
67.	10	pc	White Glue, 130g		
TOTAL AMOUNT OF QUOTATION					
-x-x- nothing follows -x-x-					

Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, Certificate of Availability of Stocks 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.





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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 21 March 2025.**

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 BIA (For January and February 2025).**

TERMS OF REFERENCE

Name of Project	Supply and Delivery of Various Office Supplies at BIA (For January and February 2025)
Approved Budget	Two Hundred Three Thousand Fifty Five Pesos (Php 203,055.00)
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. A notice of delivery must be sent through email or text message at least three days prior to the delivery of item/s. 4. Partial delivery is not allowed. 5. In case of failure to make the 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.

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 BIA (For January and February 2025)** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser

