



31 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 Sanitary Supplies at Bicol International Airport (For March and April 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 7 April 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. | box | 100 | Jumbo Roll Tissue 200 mtrs. /2 Ply Hygienic | | |
| 2. | box | 7 | Liquid Hand Soap, Melon, Lemon & Bubble Gum (4gal/box) | | |
| 3. | box | 7 | Urinal Screen Mango (10pcs. /box) | | |
| TOTAL AMOUNT OF QUOTATION | | | | | |
| -x-x- nothing follows -x-x- | | | | | |

Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, Statement of Availability of Stocks and Brochures/Pictures indicating brand name and description of the sanitary supplies, including manufacturer's name of the tissue, and hand soap 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 7 April 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 Sanitary Supplies at BIA (For January and February 2025)**

TERMS OF REFERENCE

| | |
|---------------------|---|
| Name of Project | Supply and Delivery of Various Sanitary Supplies at BIA (For March and April 2025) |
| Approved Budget | Two Hundred Sixty-two Thousand Four Hundred Pesos(Php 262,400.00) |
| 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. |
| Warranty | One (1) Year Warranty Coverage on each item/s. |

Very truly yours,


EPIFANIO O. PRINIA, JR.

Chairperson, Canvass and Contract Committee





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 Sanitary Supplies at Bicol International Airport (For March and April 2025)** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser

