



REQUEST FOR QUOTATION
NO.: RFQ-2025-037

Date: May 13, 2025

Name of the Company : _____
Address : _____
Contact No. : _____
PhilGEPS Registration No. : _____

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and **submit your Quotation duly signed by you or your duly authorized representative not later than May 19, 2025 @ 10:00 AM** for:

Name of the : **PROCUREMENT OF OFFICE SUPPLIES FOR CAAP AREA**
Project **CENTER I FOR 2ND QUARTER**
Location : **LAOAG INTERNATIONAL AIRPORT**
Terms of :
Reference

Sealed quotations must be submitted either personally to Ms. Josephine R. Flores, Head, Secretariat of the Bids and Awards Committee of CAAP Area I (BAC Area I) or e-mail at bac_area1@caap.gov.ph. For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

- The following documents must be attached upon submission of the Quotation:
 - Mayor's Permit
 - PhilGEPS Certificate of Registration
- All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- Payment shall be made through check.


ATTY. RIZZA JOY S. VALLESTERO
Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. Arc Lever File, Long, Vertical, Black, 3"	₱4,918.67	28	piece					
2. Ballpen, Branded, Black, Ballpoint Tip	₱3,230.00	120	piece					
3. Ballpen, Branded, Blue Ballpoint Tip	₱4,037.50	150	piece					



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4. Ballpen, Branded, Red, Ballpoint Tip	₱403.75	15	piece					
5. Ballpen, Ordinary, Black	₱766.67	100	piece					
6. Ballpen, Ordinary, Blue	₱766.67	100	piece					
7. Bond Paper, Letter, 8.5 x 11, subs. 24	₱3,886.67	20	ream					
8. Calculator, Compact, 12 Digits	₱5,200.00	10	unit					
9. Clip Board, Legal, With Cover	₱628.33	5	piece					
10. Clip, Backfold, 1-1/2 inch	₱414.67	8	box					
11. Clip, Backfold, 1-5/8 inch, 41mm	₱253.33	5	box					
12. Clip, Backfold, 2-1/2 inch, 64mm	₱1,542.50	15	box					
13. Correction Tape, 10m	₱3,750.00	150	piece					
14. Diamond Gel Pen	₱400.00	12	piece					
15. Double Sided Tape, With Foam, 1", Heavy Duty	₱828.00	9	roll					
16. Eraser, Plastic/Rubber	₱505.00	30	piece					
17. Folder, Expandable, Long, Brown	₱3,220.00	140	piece					
18. Folder, Expandable, Short, Brown	₱1,500.00	75	piece					
19. Folder, Long (White Inside, Brown Outside), 16pts. Thickness	₱1,800.00	200	piece					
20. Glue, All Purpose, 118mL	₱1,598.67	22	bottle					
21. ID Clip/Lace, 1/2" x 12" length	₱4,500.00	100	piece					
22. Laminating Film, 75 x 110mm, 250mc	₱5,200.00	13	pack					
23. Laminating Film, 8.5 x 11, 250mc	₱1,400.00	1	pack					
24. Laminating Film, 95 x 135mm	₱5,220.00	12	box					
25. Marker, Fluorescent, Assorted Colors	₱3,483.33	50	piece					
26. Marker, Permanent, Black, Broad	₱2,750.00	100	piece					
27. Marker, Permanent, Blue, Broad	₱2,750.00	100	piece					
28. Marker, Permanent, Red, Broad	₱962.50	35	piece					
29. Marker, Whiteboard, Black	₱1,391.67	50	piece					
30. Marker, Whiteboard, Blue	₱1,113.33	40	piece					





31. Marker, Whiteboard, Red	₱1,252.50	45	piece					
32. Moistener, Non-Slip. 10g	₱1,700.00	20	piece					
33. Paper Clamp, Big, 3"	₱1,250.00	50	piece					
34. Paper Clamp, Medium, 2"	₱800.00	40	piece					
35. Paper Clamp, Small, 1"	₱600.00	40	piece					
36. Paper Clip, Vinyl/Plastic Coated, 33mm	₱490.00	30	box					
37. Paper Clip, Vinyl/Plastic Coated, Jumbo, 50mm	₱780.00	30	box					
38. Paper Fastener, Metal, 50 sets/box, 70mm	₱1,560.00	24	box					
39. Paper Fastener, Plastic Coated, 50 sets/box, 70mm	₱1,925.00	35	box					
40. Philippine National Fag, 3" x 5"	₱14,400.00	30	piece					
41. Photo Paper, A4	₱9,633.33	50	pack					
42. Record Book, 300 pages	₱4,266.67	50	book					
43. Record Book, 500 pages	₱16,000.00	120	book					
44. Scissors, Heavy Duty, 8"	₱1,440.00	12	piece					
45. Sign Pen, Extra Fine Tip, Black	₱921.67	35	piece					
46. Sign Pen, Extra Fine Tip, Blue	₱4,446.00	171	piece					
47. Stamp Pad Ink, Black, 30mL	₱301.33	8	bottle					
48. Staple Wire, Standard No.35	₱1,916.67	50	box					
49. Stapler #10	₱600.00	5	piece					
50. Stapler #35 With Pincher	₱3,600.00	8	piece					
51. Stick On Notes with "Sign Here"	₱2,450.00	35	pack					
52. Sticker Paper, A4	₱900.00	12	pack					
53. Storage Box, 40 x 26 x 32cm	₱1,126.67	10	piece					
54. Tape Dispenser, Table Top	₱684.00	4	piece					
55. Tape, Masking, 24mm	₱1,056.00	22	roll					
56. Tape, Masking, 48mm	₱1,547.00	17	roll					
57. Tape, Packaging, 48mm	₱990.00	22	roll					
58. Tape, Transparent, 24mm	₱855.00	45	roll					





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59. Tape, Transparent, 48mm	P1,016.67	25	roll					
60. Vellum Board Paper, Letter Size	P768.00	32	pack					
61. Ribbon Cartridge, Epson C13S015632, Black	P3,116.67	10	cartridge					
62. Compact Disc, Rewritable	P1,980.00	12	piece					
63. Ink Cartridge, Brother DCP-T420W, D60BK	P9,933.33	20	bottle					
64. Ink Cartridge, Brother DCP-T420W, 5000M	P5,380.00	12	bottle					
65. Ink Cartridge, Brother DCP-T420W, 5000C	P5,380.00	12	bottle					
66. Ink Cartridge, Brother DCP-T420W, 5000y	P5,380.00	12	bottle					
67. DVD, Rewritable	P1,822.50	15	pack					
68. Ink Cartridge, Epson C13T00V100, Black (003)	P11,266.67	40	bottle					
69. Ink Cartridge, Epson C13T00V200, Cyan (003)	P8,450.00	30	bottle					
70. Ink Cartridge, Epson C13T00V300, Magenta (003)	P8,450.00	30	bottle					
71. Ink Cartridge, Epson C13T00V400, Yellow (003)	P8,450.00	30	bottle					
TOTAL ABC	P217,306.94							
GRAND TOTAL:								

Note: Quotation for each item must not exceed the ABC per item.

Signature over Printed Name
Supplier/Dealer/Contractor





TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. ***Date of Completion/Delivery:*** In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. ***Mode and Terms of Payment:*** Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LIA) 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.

NOTE: The aforementioned Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.

