



07 May, 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 Bicol International Airport (For March & April 2025) - 2nd SVP** 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 02:00 p.m. on 15 May 2025** at the **CAAP's physical address at the BAC/CCC Office, Ground Floor, Admin Bldg., Bicol International Airport (BIA), Daraga, Albay.**

ITEM NO.	QTY.	UNIT	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
1.	20	btl	Alcohol, 70%, Solution Spray Bottle, 300ml		
2.	30	gal	Alcohol, 70%, Solution, 3.785 L		
3.	20	pc	Arch File, Folder A4, Color Blue		
4.	20	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"		



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ITEM NO.	QTY.	UNIT	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
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.	5	ream	Bond Paper, 80gsm, size:297mm x 420mm (A3)		
17.	100	pc	Brown Envelope, Documentary, for A4 size docs		
18.	150	pc	Brown Envelope, Documentary, for legal size docs		
19.	5	box	Bulldog Clips, 12 pcs/box, 3"		
20.	5	pck	Carbon Paper, 10sheets/pack, Long		
21.	200	pc	Clear Folder ,P/X 14pts, 8.5" x 13"		
22.	10	pc	Clipboard Folder Long w/ Cover		
23.	20	pc	Chipboard/Kraft Board 3mm		
24.	50	pc	Correction Tape, 5mm x 10m		
25.	5	pc	Cutter Knife		
26.	4	pc	Dating & Stamping Machine, "RECEIVED" Self Ink		
27.	10	box	Disposable Paper Cups, 8oz, 1000 pcs/box		
28.	12	roll	Double Sided Tape, 1"		
29.	12	roll	Double Sided Tape, w/ foam 1"		



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ITEM NO.	QTY.	UNIT	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
30.	12	roll	Duct Tape, Heavy Duty, 2"		
31.	150	pc	Envelope Expanding, w/ garter for legal size doc, brown		
32.	10	pc	Eraser, Rubber		
33.	10	pc	Flourescent Marker, Highlighter, (Green)		
34.	100	pc	Folder Ordinary A4, 14pts		
35.	50	pc	Folder, Expanding Long, Pressboard		
36.	1	unit	ID Slot Puncher, 3x15mm, heavy duty		
37.	1	roll	Laminating Film, 250 mic		
38.	24	pc	Marker, permanent, black		
39.	24	pc	Marker, permanent, blue		
40.	12	pc	Marker, permanent, red		
41.	12	pc	Marker, whiteboard, black		
42.	12	pc	Marker, whiteboard, blue		
43.	6	pc	Marker, whiteboard, red		
44.	24	roll	Masking Tape, 1"		
45.	24	roll	Masking Tape, 2"		
46.	5	pc	Official Record Book, 300 pages, with page number		
47.	5	pc	Official Record Book, 500 pages, with page number		
48.	12	roll	Packaging Tape, 2"		



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ITEM NO.	QTY.	UNIT	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
49.	10	box	Paper Clip, 50MM,		
50.	10	box	Paper Clip, 33MM,		
51.	20	box	Paper Fastener Metal, 7cm, 50 sets/box		
52.	50	pc	Pencil, Mongol 2		
53.	2	pc	Puncher		
54.	2	box	Rubber Band , Big		
55.	4	box	Rubber Band , Small		
56.	20	pc	Ruler, Plastic, 12"		
57.	5	pc	Scissor, Medium		
58.	50	pr	Shoe Lace, Flat		
59.	24	pc	Sign Pen- Refill Blue, 0.3mm/0.5mm		
60.	24	pc	Sign Pen- Refill, Black, 0.3mm/0.5mm		
61.	36	pc	Sign Pen, Black, liquid/gel ink, 0.5mm		
62.	36	pc	Sign Pen, Blue, liquid/gel ink, 0.5mm		
63.	12	pc	Sign Pen, Green, liquid/gel ink, 0.5mm		
64.	12	pc	Sign Pen, Red, liquid/gel ink, 0.5mm		
65.	30	pc	Spiral Ring Binder, ½"		
66.	20	pc	Spiral Ring Binder, ¾"		
67.	20	pc	Spiral Ring Binder, 1"		



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ITEM NO.	QTY.	UNIT	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
68.	3	pc	Stamp pad Ink, purple or violet, 30ml		
69.	3	pc	Staple Wire Remover, plier		
70.	40	box	Staple Wire #35, 5000pcs/box		
71.	5	pc	Stapler #35 Heavy Duty,		
72.	50	pck	Sticker Paper, A4 Size 10 sheets/pack (glossy/matte)		
73.	20	pad	Sticky Note Tab, Assorted Color		
74.	20	pad	Sticky Notepad, 3 x 3, Assorted Color		
75.	20	pad	Sticky Notepad, 3 x 4, Assorted Color		
76.	20	pad	Sticky Notepad, 3 x 5, Assorted Color		
77.	30	pc	Storage Box w/ Lid made of thick Chip Board, Blue		
78.	3	pc	Table Tray, 3-layers		
79.	24	roll	Transparent Tape 1", Clear		
80.	24	roll	Transparent Tape 2", Clear		
81.	5	pck	Vellum Paper, Beige, A4		
82.	5	pc	White Glue, 130g		
83.	40	pc	ID Holder with Lanyard		
84.	5	pc	Mechanical Pencil		
85.	4	pc	Clipboard (Long, No cover, Black) ANS		



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ITEM NO.	QTY.	UNIT	DESCRIPTION (LOCATION: BIA, DARAGA, ALBAY)	UNIT PRICE	TOTAL
Continuation					
86.	1	pc	Assorted Colored Paper (Avia Color Premium Colored Paper, 250 sheets, Legal Size, 80 gsm) ANS		
87.	150	pc	File Folder Tabs (Clear Plastic, 2") ANS		
88.	350	pc	Kraft Folder (Long)		
89.	10	pc	Sticker Paper (Legal) ANS		
90.	30	pc	Folder Divider (A4) ANS		
91.	20	pc	Folder Divider (Legal) ANS		
92.	2	pc	Clear Book Organizer (A3 size, Blue, 20 sheets) ANS		
93.	5	pc	Card Case (A3 size) ANS		
94.	30	pc	Illustration Board (1/8 size) ANS		
95.	3	pc	3-ring binder (A4 size, 1.5" spine, Blue) ANS		
96.	1	pc	PVC Cutting Mat (Black/Dark Green, A1 size) ANS		
97.	2	pc	Document Tray (Plastic, Black, 3-layer) ANS		
98.	1	pc	Paper Cutter (B4 size, Heavy Duty) ANS		
99.	25	pc	Loose-Leaf Zipper Bag Waterproof File Storage Bag (4-holes, A4 size) ANS		
100.	1	pc	Glue Gun (Heavy Duty) ANS		
101.	30	pc	Glue Sticks ANS		
102.	50	pc	Plastic Envelope (Long, Clear) ANS		
TOTAL AMOUNT OF QUOTATION					
-x-x- nothing follows -x-x-					



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Quotations not accompanied by Current Mayor's/Business Permit and Phil-GEPS Registration Number, Brochures/pictures indicating Brand name, Manufacturer's name and Description, and statement of availability of stocks, 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 02:00 p.m. on 15 May 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 Bicol International Airport (For March & April 2025) - 2nd SVP.**

TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Various Office Supplies At Bicol International Airport (For March & April 2025) - 2nd SVP
Approved Budget	Two Hundred Thirty-Two Thousand Fifty-Six Pesos (Php 232,056.00)
Delivery Period	Fifteen (15) Calendar Days
Delivery Location/s	Supply Office: Ground Floor, Admin Building, Bicol International Airport, Daraga, Albay.
Delivery Conditions	<ol style="list-style-type: none">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 notification must be sent via email or text message at least three (3) days before the scheduled delivery of the item/s.4. Partial delivery is not allowed.5. 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.

Very truly yours,

EPIFANIO O. PRINIA, JR.

Chairperson, Canvass and Contract Committee

Bicol International Airport, Aloba, Daraga Albay, Philippines, 4501

Smart: 0929-461 2407 | Globe: 0945 341 6603 Tel: (052) 742-3321 | caa@caa.gov.ph



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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 March & April 2025) - 2nd SVP** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser