



30 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 Sanitary Supplies At Bicol International Airport (May And June 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 02:00 p.m. on 05 June 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.	80	box	Jumbo Roll Tissue 200mtrs./2 Ply Hygienic		
2.	6	box	Liquid Hand Soap, Melon, Lemon, and Bubble Gum (4gal/box)		
3.	6	box	Urinal Screen, Mango (10 pcs/box)		
4.	3	box	Facial Tissue Box (24 packs/box, 140 pulls/pack)		
5.	10	box	Interleave Bathroom Tissue 2 Ply, 48 packs/box		
TOTAL AMOUNT OF QUOTATION					
<b>-x-x- nothing follows -x-x-</b>					





Republic of the Philippines

## CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Quotations not accompanied by Current Mayor's/Business Permit and Phil-GEPS Registration Number, Brochures/pictures indicating Brand name, Manufacturer's name and Description of tissue, hand soap and urinal screen, 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 05 June 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 Bicol International Airport (May And June 2025).**

### TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Various Sanitary Supplies At Bicol International Airport (May And June 2025)
Approved Budget	Two Hundred Thirty-Four Thousand Nine Hundred Pesos (PHP 234,900.00)
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"><li>1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days.</li><li>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.</li><li>3. A notification must be sent via email or text message at least three (3) days before the scheduled delivery of the item/s.</li><li>4. Partial delivery is not allowed.</li><li>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.</li></ol>
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



**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.

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Signature Over Printed Name of Dealer/Supplier

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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 (May And June 2025)** to the above-named dealer/supplier in accordance with the existing regulations.

**LINDA MARIE D. OGENA**

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Canvasser

