



DATE: August 20, 2025

REQUEST FOR QUOTATION

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES-AREA X**, through its Canvass and Contract Committee (CCC), now invites interested contractors/ suppliers to submit their Price Quotations for the Project **PURCHASE OF NON COMMON OFFICE SUPPLY 2025 (REMAINING QUARTER)** with their quantities, and for their respective use and end user:

Quantity/ Unit	Items	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
40 PCS	ARCH FILE (2 RING, VERTICAL TYPE, LEGAL SIZE)	Use for Various Offices and Units at CAAP-Laguindingan and Camiguin Airport	Laguindingan area Center 10	PhP 88,045.23
235 PCS	BALLPEN, BLACK			
235 PCS	BALLPEN, BLUE			
9 PCS	CORRECTION PEN			
12 PCS	CUTTER BLADE, 10 PC PER TUBE, HEAVY DUTY, 1"			
2 PCCS	COMB BINDER MACHINE, 21 HOLES, A4 SIZE			
2 BOX	CONTINUOUS FORM 11X9 ½, 3 PLAY			
4 BOX	CONTINUOUS FORM 11X14 7/8, CARBONLESS			
12 ROLL	DOUBLE SIDED TAPE, HEAVY DUTY			
145 PCS	ENVELOPE, BROWN, A4			
290 PCS	ENVELOPE, BROWN, LONG			
170 PCS	ENVELOPE, EXPANDING, LONG			
10 PCS	ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE			
12 PCS	FILING TRAY, 3 LAYERS			
80 PCS	FOLDER, EXPANDED LONG			
335 PCS	FOLDER, ORDINARY, LONG			
60 PCS	GLUE PEN			
12 PCS	MAGAZINE FILER, W/COVER DOUBLE			
10 PCS	MAGAZINE FILER, W/O COVER DOUBLE			
10 PCS	MAGAZINE FILER, W/O COVER SINGLE			
4 PCS	MAGAZINE FILER, W/ COVER SINGLE			
15 PACK	PHOTOPAPER, A4 GLOSSY			
8 PACK	PUSH OIN, FLAT HEAD TYPE, ASSORTED			
48 PCS	PVC PLASTIC COVER, A4			
45 PCS	RECORD BOOK, 150 PAGES			
6 PCS	RING BINDER, 25MM			
8 ROLL	DOUBLE SIDED TAPE (PAPER)			
16 ROLL	DUCT TAPE			
32 PCS	RING BINDER, 2"			
75 PCS	FOLDER, ORDINARY, A4			
5 ROLL	LAMINATING FILM			
4 PCS	GLUE GUN			



2 ROLL	CAUTION TAPE			
4 PCS	CLIPBOARD W/ COVER, LONG			
4 UNIT	PAPER CUTTER, 12IN, X 15IN.			
3 PACK	PHOTOPAPER, MATTE, 10PC/PACK			
1 PC	PUNCHER FOR ID CARD			
12 ROLL	TAPE MASKING 3"			

Deadline of Submission: August 27, 2025 at 10:00 A.M

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Further, the prospective suppliers should possess the following:

1. Should have the legal capacity to enter into business or to perfect contracts (with updated Business Permit from DTI and recent Tax Certification from BIR as per Section 8.5 of Section 8.0 of Rule III and as per sub-paragraph a.ii of Section 24.1 of Section 24 of Rule VIII of the Revised IRR of RA 9184 and GPPB Resolution No. 11-2013 dated April 26, 2013);
2. Notarized Omnibus Sworn Statement
3. Should be registered in the PhilGEPS (as per GPPB Resolution No. 22-2006 dated December 6, 2006 and sub-section 4.5 of Section 4.0 of DBM Circular Letter No. 2011-6 dated August 25, 2011);
4. Should not be among those blacklisted suppliers. (as per sub- sub-paragraph a.iv (1) of Section 25.2 of Section 25 of Rule VIII of the Revised IRR of RA 9184 and Section 2 of GPPB's UNIFORM GUIDELINES FOR BLACKLISTING OF MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS AND CONSULTANTS)

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)- AREA X** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

CAROLINA C. ADANZA
 CCC-Secretary
 PMO Office, Laguindingan Area Center 10
 Laguindingan Misamis Oriental

Signed: 
JOHN ROVELL Z. SIJO
 CCC-Chairperson