



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

DATE: NOVEMBER 18, 2025

**REQUEST FOR QUOTATION**

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, OZAMIZ AIRPORT – AREA X**, through its Canvass and Contract Committee (CCC), now invites interested contractors/ suppliers to submit their Price Quotations for the Project **“PURCHASE OF COMMON OFFICE SUPPLIES FOR OZAMIZ AIRPORT”** with their quantities, and for their respective use and end user:

Item No.	Qty	Unit/s	Items	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
1.	23	PCS	CLEAR BOOK LEGAL SIZE	TO SUPPORT ESSENTIAL ADMINISTRATIVE OPERATIONAL AND RECORD-KEEPING FUNCTIONS FOR AIRPORT MANAGEMENT AND VARIOUS OTHER DEPARTMENT	OZAMIZ AIRPORT	PHP 322,398.50
2.	116	PCS	SIGN PEN LIQUID GEL INK 0.5 NEEDLE TIP(BLACK)			
3.	114	PCS	SIGN PEN LIQUID GEL INK 0.5 NEEDLE TIP (BLUE)			
4.	40	PCS	INK FOR STAMP PAD BLUE			
5.	100	PCS	CORRECTION TAPE			
6.	16	PCS	PHILIPPINE NATIONAL FLAG			
7.	55	PCS	MARKER PERMANENT BLACK			
8.	35	PCS	MARKER PERMANENT BLUE			
9.	12	PCS	MARKER WHITEBOARD BLUE			
10.	17	PCS	MARKER WHITEBOARD BLACK			
11.	12	PCS	STAMP PAD FELT PAD			
12.	20	PCS	STAPLER HEAVY DUTY			
13.	12	PCS	STAPLER WIRE REMOVER, PLIER TYPE			
14.	171	REAM	PAPER MULTI COPY A4 70GSM			
15.	188	REAM	PAPER MULTI COPY LEGAL 70GSM			
16.	2	BUNDLE	LAMINATING FILM			
17.	5	PC	GLUE GUN			
18.	3	PC	ARCH FILE			
19.	390	PCS	BALL PEN BLACK			
20.	390	PCS	BALL PEN BLUE			
21.	47	BOX	BINDER CLIP 1INCH 12PCS/BOX			
22.	43	BOX	BINDER CLIP 2INCH			
23.	50	PCS	CLIPBOARD W/ COVER			
24.	17	ROLL	CAUTION TAPE			
25.	58	PAD	DAILY TIME RECORD			
26.	3	PCS	DATA FILER W/ COVER BOX TAPE			
27.	60	ROLL	DOUBLE SIDED TAPE HEAVY DUTY			
28.	265	PCS	ENVELOPE BROWN A4			
29.	675	PCS	ENVELOPE BROWN LONG			
30.	650	PCS	ENVELOPE EXPANDING LONG			

31.	100	PCS	ENVELOPE EXPANDING SHORT			
32.	500	PCS	FOLDER EXPANDED LONG			
33.	110	PCS	FOLDER ORDINARY A4			
34.	655	PCS	FOLDER ORDINARY LONG			
35.	55	BOX	PAPER CLIP SMALL			
36.	6	BOX	PAPER FASTENER METAL (STAINLESS) 70MM BETWEEN PRONGS			
37.	40	BOX	PAPER FASTENER METAL (STAINLESS) 25MM			
38.	50	PCS	PENCIL			
39.	50	PCS	PENCIL ERASER			
40.	1	PCS	PENCIL SHARPENER (HEAVY DUTY)			
41.	6	PACK	PHOTO PAPER A4 GLOSSY			
42.	32	PAD	POST IT NOTE 3X2			
43.	26	PAD	POST IT NOTES 3X3			
44.	31	PAD	POST IT NOTE 3X4			
45.	16	PCS	PUNCHER HEAVY DUTY			
46.	4	PACK	PUSH PIN FLAT TYPE ASSORTED			
47.	46	PCS	RECORD BOOK 150 PAGES			
48.	37	PCS	RECORD BOOK 200 PAGES			
49.	2	PCS	RULER STEEL 450MM			
50.	7	PCS	SCISSOR HEAVY DUTY			
51.	27	PACK	SPECIAL PAPER A4 SIZE			
52.	24	BOX	STAPLE WIRE STANDARD #35MM			
53.	9	PCS	TAPE DISPENSER TABLE TOP (HEAVY DUTY			
54.	17	ROLL	TAPE DUCT 2"			
55.	8	ROLL	TAPE MASKING 1"			
56.	7	ROLL	TAPE MASKING 2"			
57.	46	ROLL	TAPE PACKAGEGING 2"			
58.	14	ROLL	TAPE SCOTCH 1"			
59.	103	BOT	ALL PURPOSE GLUE 350 ML			
60.	17	PCS	MARKER FLOURESCENT			
61.	6	PCS	CALCULATOR 12 DIGIT			
62.	6	PCS	COLUMNAR BOOK 20 COLUMNS			
63.	8	PCS	SIGN PEN LIQUID GEL INK 0.5 NEDEDLE TIP GREEN			
64.	8	PCS	DATA FOLDER MADE OF CHIP BOARD TAGLIOA LOCK			
65.	10	PCS	DATA FOLDER MADE OF CHIP BOARD WITH CLOSE ENEDS			
66.	8	PCS	MAGAZINE FILER W/O COVER			
			/x/x/x////nothing follows/x/x/x/x/x////			

**Deadline of Submission : NOVEMBER 24, 2025 AT 9:00 AM AND OPENING OF BIDS NOVEMBER 24, 2025 AT 10:00 AM**



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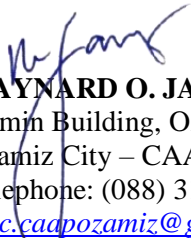
Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Further, the prospective suppliers should possess the following:

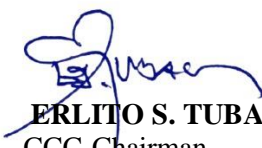
1. Should have the legal capacity to enter into business or to perfect contracts (with updated Business Permit from DTI and recent Tax Certification from BIR as per Section 8.5 of Section 8.0 of Rule III and as per sub-paragraph a.ii of Section 24.1 of Section 24 of Rule VIII of the Revised IRR of RA 9184 and GPPB Resolution No. 11-2013 dated April 26, 2013);
2. Detailed Estimate
3. Notarized Omnibus Sworn Statement
4. 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);
5. 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) OZAMIZ AIRPORT-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:

  
**MAYNARD O. JAMERO**  
Admin Building, Ozamiz Airport,  
Ozamiz City – CAAP Area X  
Telephone: (088) 319-0367  
([ccc.caapozamiz@gmail.com](mailto:ccc.caapozamiz@gmail.com))

*Signed:*

  
**ERLITO S. TUBAC**  
CCC-Chairman  
Ozamiz City – CAAP Area X