



2025-34

November 28, 2025

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Area Center III hereby invites interested bidders for the PURCHASE OF OFFICE SUPPLIES FOR 3RD AND 4TH QUARTER AT AREA CENTER III.

Approved budget for the project - Php 240,743.00

Please secure Canvass form from www.philgeps.gov.ph or at the Regional Office, Area Center III during office hours Monday to Friday starting December 1, 2025.

The sealed quotation shall be submitted at the Civil Aviation Authority of the Philippines Regional Office, Area Center 3, Civil Aviation Complex, Clark Freeport Zone, Mabalacat Pampanga on or before December 9, 2025 at 10:00am to the Bids and Awards Committee and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP Area Center III reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call CAAP Area Center III BAC Secretariat Members at 0282464988 local 2258 for details.

Very truly yours,


ATTY. ROAN JILLE HABOC
BAC Chairperson



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION

Date : _____

APP Item No : _____

Company/Business Name: ¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required for ABC above 50k) : _____

The Civil Aviation Authority of the Philippines - AreaCenter III, through its Bids and Awards Committee (BAC), intends to procure the **Purchase of Office Supplies 3rd and 4th Quarter at Area Center III** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on December 09, 2025 at 10:00 a.m.**

Document	Remarks
Copy of 2025 Mayor's or Business Permit	Valid Mayor's or Business Permit
Original Notarized Omnibus Sworn Statement (GPPB-Prescribed Form) (For ABCs above P50k)	In the prescribed template. Downloadable at: https://www.gppb.gov.ph/wp-content/uploads/2023/06/Omnibus-Sworn-Statement-Revised.docx
PhilGEPS Registration Certificate (For ABCs above P50k)	Valid PhilGEPS Certificate of Registration (COR).
Latest Annual Income / Business Tax Return (For ABCs above P500k)	Annual Income Tax Return from previous year must be submitted.
Brochure	Copy of the brochure of the product/model being offered together showing its specifications.



Performance Security (for ABCs above P50k)	Once the Notice of Award of the Project is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 206 Revised IRR of RA 9184 to wit:	
	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
	a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	
	b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Goods and Consulting Services - Five percent (5%) Infrastructure Projects - Ten percent (10%)
	c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.		

For any clarification, you may contact us at telephone no. **(045) 499-1663** or email address at **bac_area3@caap.gov.ph**.


ROAN JILLE E. HABOC
 BAC Chairperson



¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **bac_area3@caap.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting



documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Purchase of Office Supplies 3rd and 4th Quarter at Area Center III				
Complete Descriptions of Articles	Unit	Qty	Unit Price	Total Amount
AA Battery/4pcs per pack	packs	12		
AAA Battery/4pcs per pack	packs	12		
Ballpen Black(Retractable Ordinary50pcs/per box)	box	6		
Ballpen Blue(Retractable Ordinary50pcs/per box)	box	3		
Binder Clip 2 inches (12pcs/per box)	box	12		
Binder Clip 1 inch (12pcs/per box)	box	12		
Bond Paper/Letter (5 reams per box) 700gsm,500 sheets	box	25		
Bond Paper/A4 Size (5 reams/per box) 700gsm,500 sheets	box	50		
Bond Paper/Long (5 reams per box) 700 gsm,500sheets	box	12		
Calulator Standard	pcs	6		
Correction Tape	pcs	50		
Clip Board A4 Size	pcs	12		
Double Adhesive Tape 1c inch	pcs	24		
Envelope/Short	pcs	200		
Envelope/Long	pcs	200		
Expandable Envelope	pcs	300		
Fastener Metal	box	6		
Fastener Plastic	box	12		
Flash Drive 32gb	pcs	12		
File Box	pcs	24		
Flourescent Marker	pcs	24		
Folder/Short	pcs	200		

Official
Copy



Folder/Long	pcs	300		
Gel Pen Green	pcs	24		
Gel Pen Orange	pcs	24		
Gel Pen Purple	pcs	24		
Glue 130ml	pcs	12		
Laminating Film (A4 Size 125 micron,gloss (100 sheets)	packs	12		
Logbook/200 pages	pcs	12		
Masking Tape/2inches	pcs	24		
Masking Tape/1inch	pcs	24		
Packing Tape (1inch)	pcs	24		
Paper Clip/Small 33mm	box	24		
Paper Clip/Big 50mm	box	24		
Pencil/12pcs per box	box	6		
Permanent Marker,Broad Type,Black	pcs	24		
Permanent Marker,Broad Type,Blue	pcs	24		
Permanent Marker,Bullet Type,Black	pcs	24		
Permanent Marker,Bullet Type,Blue	pcs	24		
Photopaper	packs	12		
Push Pin	packs	6		
Ruler	pcs	12		
Scissors Stainless Steel Medium Size	pcs	12		
Sign Here Note	packs	30		
Sign Pen/High Tech Point V10 Grip/Blue/Broad Type	pcs	100		
Sign Pen/High Tech Point V7 RT/Blue/Refillable/Retractable/Blue	pcs	50		
Refill for Hi-tecpoint V7RT	pcs	50		
Scotch Tape/2inches	pcs	24		
Scotch Tape/1inch	box	24		
Staple Wire Nos.35	box	24		
Stapler	pcs	10		
xxx Nothing Follows xxx				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

Payment Details:

Name of Payee: _____
TIN: _____



Please quote your total best offer for the item/s above. Please do not leave any blank items.
Indicate "0" if item being offered is for free.

Purchase of Office Supplies 3rd and 4th Quarter at Area Center III	
Approved Budget for the Contract: Two Hundred Forty Thousand Seven Hundred Forty Three Pesos Only	
P 240,743.00	
TOTAL OFFERED QUOTATION	
In Words:	
In Figures:	

Canvassed By:


RALPH ROBERT G. URBANO
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es





Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

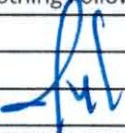
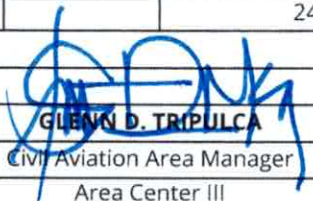
PURCHASE REQUEST

Department: Area Center III
 Section: _____

PR No.: _____
 SAI No.: _____

Date: November 14, 2025
 Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Purchase of Office Supplies 3rd and 4th Quarter at Area Center III			
	packs	AA Battery/4pcs per pack	12	90.00	1,080.00
	packs	AAA Battery/4pcs per pack	12	85.00	1,020.00
	box	Ballpen Black(Retractable Ordinary50pcs/per box)	6	305.00	1,830.00
	box	Ballpen Blue(Retractable Ordinary50pcs/per box)	3	305.00	915.00
	box	Binder Clip 2 inches (12pcs/per box)	12	300.00	3,600.00
	box	Binder Clip 1 inch (12pcs/per box)	12	200.00	2,400.00
	box	Bond Paper/Letter (5 reams per box) 700gsm,500 sheets	25	1,500.00	37,500.00
	box	Bond Paper/A4 Size (5 reams/per box) 700gsm,500 sheets	50	1,600.00	80,000.00
	box	Bond Paper/Long (5 reams per box) 700 gsm,500sheets	12	1,500.00	18,000.00
	pcs	Calculator Standard	6	290.00	1,740.00
	pcs	Correction Tape	50	15.00	750.00
	pcs	Clip Board A4 Size	12	150.00	1,800.00
	pcs	Double Adhesive Tape 1c inch	24	50.00	1,200.00
	pcs	Envelope/Short	200	3.00	600.00
	pcs	Envelope/Long	200	3.50	700.00
	pcs	Expandable Envelope	300	25.00	7,500.00
	box	Fastener Metal	6	60.00	360.00
	box	Fastener Plastic	12	50.00	600.00
	pcs	Flash Drive 32gb	12	280.00	3,360.00
	pcs	File Box	24	90.00	2,160.00
	pcs	Flourescent Marker	24	80.00	1,920.00
	pcs	Folder/Short	200	15.00	3,000.00
	pcs	Folder/Long	300	20.00	6,000.00
	pcs	Gel Pen Green	24	90.00	2,160.00
	pcs	Gel Pen Orange	24	90.00	2,160.00
	pcs	Gel Pen Purple	24	90.00	2,160.00
	pcs	Glue 130ml	12	40.00	480.00
	packs	Laminating Film (A4 Size 125 micron,gloss (100 sheets)	12	300.00	3,600.00
	pcs	Logbook/200 pages	12	80.00	960.00
	pcs	Masking Tape/2inches	24	65.00	1,560.00
	pcs	Masking Tape/1inch	24	60.00	1,440.00
	pcs	Packing Tape (1inch)	24	70.00	1,680.00
	box	Paper Clip/Small 33mm	24	37.00	888.00
	box	Paper Clip/Big 50mm	24	45.00	1,080.00
	box	Pencil/12pcs per box	6	130.00	780.00
	pcs	Permanent Marker,Broad Type,Black	24	70.00	1,680.00

	pcs	Permanent Marker,Broad Type,Blue	24	80.00	1,920.00
	pcs	Permanent Marker,Bullet Type,Black	24	70.00	1,680.00
	pcs	Permanent Marker,Bullet Type,Blue	24	80.00	1,920.00
	packs	Photopaper	12	550.00	6,600.00
	packs	Push Pin	6	30.00	180.00
	pcs	Ruler	12	35.00	420.00
	pcs	Scissors Stainless Steel Medium Size	12	100.00	1,200.00
	packs	Sign Here Note	30	60.00	1,800.00
	pcs	Sign Pen/High Tech Point V10 Grip/Blue/Broad Type	100	80.00	8,000.00
	pcs	Sign Pen/High Tech Point V7 RT/Blue/Refillable/Retractable/Blue	50	90.00	4,500.00
	pcs	Refill for Hi-tecpoint V7RT	50	40.00	2,000.00
	pcs	Scotch Tape/2inches	24	60.00	1,440.00
	box	Scotch Tape/1inch	24	30.00	720.00
	box	Staple Wire Nos.35	24	350.00	8,400.00
	pcs	Stapler	10	130.00	1,300.00
		xxxNothing Followsxxx			
					240,743.00
Purpose:	For the use of Area Center III				
Signature:					
Printed Name:	GLENN O. BELLO		GLENN D. TRIPULCA		
Designation:	Acting Procurement Officer		Civil Aviation Area Manager Area Center III		

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]