



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Procurement of Various Common Use Office Supplies and Ink/Toners Supplies**

P.R. No./Date: **24-09084 | 23 September 2024**

RFQ/P No. / Date: **2024-10-082 | 01 October 2024**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/angelzyrenecacho@construction.gov.ph on or before 07 October 2024, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,

*(ORIGINAL Copy Signed)*

**Angel Zyrene D. Cacho**

*Secretariat, Bids and Awards Committee*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

*4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

*Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph*

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	25 piece	₱ 1,625.00	Certificate Holder/Jacket			
2	200 piece	₱ 1,600.00	Ballpen, Black			
3	200 piece	₱ 1,600.00	Ballpen, Blue			
4	100 piece	₱ 1,350.00	Correction Tape			
5	5 unit	₱ 15,074.80	External Hard Drive 1TB			
6	5 pack	₱ 1,001.40	Folder, L-type A4 Clear (50pcs per pack)			
7	2 box	₱ 1,905.28	Folder, Pressboard (100pcs per box)			
8	100 box	₱ 884.00	Paper Clip, vinyl/plastic coated 33mm			
9	150 piece	₱ 3,330.00	Sign Pen Extra fine tip, Black			
10	150 piece	₱ 3,330.00	Sign Pen Extra fine tip, Blue			
11	8 piece	₱ 10,400.00	Acrylic box with lock (10.5 L x 5.5 W x 7.5H)			
12	30 bottle	₱ 6,957.00	Ink T6641 C13T664100, Black			
13	15 bottle	₱ 3,633.00	Ink T6642 C13T664200, Cyan			
14	15 bottle	₱ 3,633.00	Ink T6643 C13T664300, Magenta			
15	15 bottle	₱ 3,633.00	Ink T6644 C13T664400, Yellow			
16	40 bottle	₱ 7,800.00	Ink 003 Black			
17	40 bottle	₱ 7,800.00	Ink 003 Cyan			
18	40 bottle	₱ 7,800.00	Ink 003 Magenta			
19	40 bottle	₱ 7,800.00	Ink 003 Yellow			
20	40 piece	₱ 8,000.00	Certificate Frame			
<b>Total ABC</b>		<b>₱ 99,156.48</b>				
<b>Delivery and Other Instructions:</b>			Within 15 calendar days upon receipt of the Purchase Order by the Supplier			

*(Please provide **complete** information below)*

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.*

Signature over Printed Name : \_\_\_\_\_



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Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

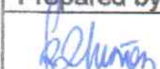


Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

### TECHNICAL SPECIFICATIONS

Supply and Delivery of Certificate Holder / Jacket, Glass Certificate Frame, Sticker Paper, and Certificate Paper				
QTY.	UNIT/S	SPECIFICATION	UNIT COST	TOTAL COST / ABC <small>(inclusive of all costs and applicable taxes)</small>
40	pc	Certificate Frame <ul style="list-style-type: none"> <li>• Size : A4</li> <li>• Color : Blue or Black</li> <li>• Wood Frame and Glass Cover</li> </ul>	P200.00	P8,000.00
25	pc	Certificate Holder / Jacket <ul style="list-style-type: none"> <li>• Size : A4</li> <li>• With Flap to prevent Certificates from falling off</li> <li>• With Two (2) Hangers for portrait and landscape Orientations</li> <li>• Super Clear Transparency</li> <li>• Holds Certificates/Diplomas/Citations</li> <li>• Conforms to EN 71 &amp; ASTM Safety Standards</li> <li>• Can hold up to A4 size (8.27" x 11369")</li> <li>• Color : Blue or Black</li> </ul>	P65.00	P1,625.00
3	pack	Sticker Paper <ul style="list-style-type: none"> <li>• A4 size</li> <li>• 20 sheets / pack</li> <li>• 150gsm</li> <li>• Matte</li> </ul>	P50.00	P150.00
3	pack	Certificate Paper <ul style="list-style-type: none"> <li>• Size : Short (8.5x11)</li> <li>• 100gsm</li> <li>• Color : Cream</li> </ul>	P60.00	P180.00

Prepared by:  REA Q. MUÑOZ Administrative Assistant III CACD - CMDF	Reviewed by:  JAN AMIEL C. DE LEON Supervising TIDS CACD - CMDF	Approved by:  OFELIA R. USIGAN Executive Director OED - CMDF
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<b>CONFORME:</b>
Name and Signature of Authorized Representative of the Supplier
PhilGEPS Registration Number
Tax Identification Number
Date



### MARKET STUDY

CERTIFICATE FRAME			
ITEM / PRODUCT NAME	PRODUCT SAMPLE	STORE / COMPANY NAME	AMOUNT
Colin Certificate Frame A4 Black		National Bookstore	P130.00 / pc
Certificate Diploma Frame A4		SM Store Stationery	P199.00 / pc
Certificate Frame		Office Works	P125.00 / pc



## MARKET STUDY

CERTIFICATE HOLDER / JACKET			
ITEM / PRODUCT NAME	PRODUCT SAMPLE	STORE / COMPANY NAME	AMOUNT
Adventurer CH-4 Certificate Holder A4		Office Works	P70.00 / pc
ADVENTURER CERTIFICATE HOLDER CH4 ASSORTED A4		Office Warehouse	P45.00 / pc
CERTIFICATE HOLDER A4		Paper World	P45.00 / pc



**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

An Attached Agency of the Department of Trade and Industry  
 5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City, Philippines  
 Website: [www.construction.gov.ph](http://www.construction.gov.ph)  
 E-mail address: [ciap@construction.gov.ph](mailto:ciap@construction.gov.ph)  
 Telephone Numbers: + (632) 8895-6826 or 8895-4424

**TECHNICAL SPECIFICATIONS**

<b>SUPPLY AND DELIVERY OF OFFICE FURNITURE, FIXTURES AND SUPPLIES FOR CIAP EXECUTIVE DIRECTOR</b>				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
3	unit	External Hard Drive 1TB	3,014.96	15,074.80
		Capacity: 1TB		
		Storage Media: 2.5" SATA HDD		
		System Compatibility: Windows, Mac OS and Linux OX		
		Certificates: CE / FCC / BSMI		
		Warranty: Three (3) years		
		Key Feature: 1. Shockproof Protection		
		2. With LED Light Indicator		
		Interface (min.): USB 3.2 Gen 1		
		Operation: DC 5V (Power supplied through USB)		
		Case Material: rubber / plastic		
		With operating/user's manual (English translation)		
		Accessories (min.): With USB 3.0 cable		
		Shall pass Functional and Durability Test		
<b>TOTAL</b>			<b>3,014.96</b>	<b>15,074.80</b>
<b>DELIVERY:</b>		15-30 Calendar Days upon Receipt of Notice of Award or Purchase Order		

Prepared by:

*Winnie Joy G. Manangan*  
**WINNIE JOY G. MANANGAN**  
 Property Custodian

Approved by:

*Rufino H. Tividad*  
**RUFINO H. TIVIDAD**  
 Chief, Administrative Officer

<b>CONFORME:</b>
Name and Signature of Authorized Representative of the Supplier
PhilGEPS Registration Number
Tax Identification Number
Date

