



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

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

**Procurement of Various Common Use Office Supplies for Official Use of CIAP**

P.R. No./Date: **25-03054 | 02 April 2025**

RFQ/P No. / Date: **2025-04-045 | 11 April 2025**

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)**

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 15 April 2025, 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: 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	20 gallon	₱ 7,840.00	Alcohol, Ethyl			
2	250 pcs	₱ 1,375.00	Ballpen, Black			
3	250 pcs	₱ 1,375.00	Ballpen, Blue			
4	150 pcs	₱ 5,100.00	Correction tape, 10mm			
5	15 pcs	₱ 6,386.70	Dater Stamp			
6	10 box	₱ 6,630.00	Envelope Mailing with Window (500pcs per box)			
7	50 box	₱ 5,050.00	Index Tab clear			
8	30 set	₱ 2,280.00	Marker, Flourescent Highlighter			
9	48 spcs	₱ 1,104.00	Marker, Permanent, Black			
10	48 pcs	₱ 1,104.00	Marker Permanent, Blue			
11	48 pcs	₱ 1,344.00	Marker, Whiteboard, Black			
12	48 pcs	₱ 1,344.00	Marker, Whiteboard, Blue			
13	50 pad	₱ 1,853.00	Notepad, stick on, 50mm x 76mm			
14	50 pad	₱ 2,600.00	Notepad, stick on, 76mm x 76mm			
15	50 pad	₱ 2,964.00	Notepad, stick on, 76mm x 100mm			
16	30 rolls	₱ 990.00	Tape, Packaging 48mm			
17	70 rolls	₱ 1,237.60	Tape, Transparent 24mm			
Total ABC		₱ 50,577.30				
<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 :** \_\_\_\_\_

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

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

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

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

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

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