



REQUEST FOR QUOTATION (RFQ)

Procurement Project Title:	PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR 3 RD QUARTER OF CALENDAR YEAR (CY) 2023		
Approved Budget for the Contract (ABC):	₱499,960.00	Mode of Procurement:	Shopping (Section 52.1-b)
Purchase Request No.:	SH.7539.23	Request For Quotation No.:	2023.08.0010
End-User Unit:	PPA PMO NCR-SOUTH	Delivery Period:	seven (7) working days from receipt of Purchase Order (PO)

Date: 5 September 2023

NOTICE TO ALL SERVICE PROVIDERS AND SUPPLIERS:

The Philippine Ports Authority – PMO NCR-South through its Bids and Awards Committee (BAC-PGS) will procure the item/s attached list in accordance with **Section 52.1-B (Shopping)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.


We kindly request, service providers and suppliers of known qualifications to submit their quotation/proposal, **in any or all items/lots**, signed by the duly authorized representative for the **Procurement of Various Office Supplies for Third Quarter of CY 2023**, as detailed in **Annex "A"** of this RFQ. In preparing the quotation please be guided by the Terms and Conditions attached hereto **as Annex "B"**.

Proposal shall be submitted **on or before 3:00 pm on 15 September 2023 (Friday)**, in a sealed envelope by courier mail or hand carried addressed to MR. ARNOLD B. VILLEGAS, REMD Manager / Chairperson BAC-PGS.

Please submit your proposal along with the following documents:

- 2023 Mayor's /Business Permit
- DTI Certificate / SEC Registration
- Tax Clearance
- BIR 2303
- Business Tax Return
- PhilGEPS Registration Certificate
- Omnibus Sworn Statement using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for ABC above Php50,000.00)

For any clarification regarding specifications of the items listed, you may contact **Ms. Jennifer L. Lopez** of Supply Unit, Administrative Section – Resource Management Division (RMD) through email address jillopez@ppa.com.ph, or telephone number **(02) 8522-4009/ (02)8525-5264 Loc 516**.


MR. ARNOLD B. VILLEGAS
REMD Manager / Chairperson
BAC-PGS

¹ In case of recently expired Business/Mayor's permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

INSTRUCTIONS:

- 1) The bidder shall provide correct and accurate information in this form.
- 2) The bidder shall submit this form duly accomplished and signed by the company's authorized representative.
- 3) Do not alter the contents of this form in any way.
- 4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 5) Bidders must state their compliance in the "Statement of Compliance" against each of the individual parameters of each Specification in the Item Description or attachments, if any.
- 6) Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- 7) Failure to follow instructions will disqualify your entire quotation.

ANNEX "A"

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

Sir/Madam:

After having carefully read and examined the Terms and Conditions in this Request for Quotation, I/we submit our quotation/s for the item/s as follows

Item No.	Unit	Qty. (A)	ABC (in PhP) Total	Item Description (Agency's Minimum Technical Specifications and Requirements)	Statement of Compliance		Bidder's Offer		
					YES	NO	Brand Name, Model, and Other Remarks	Unit Price (B)	Total Amount per Item (A x B)
1	Can	30	3,450.00	AIR FRESHENER, aerosol spray					
2	gallon	30	6,000.00	ALCOHOL, Ethyl, 68%- 72%, 1 Gallon					
3	piece	300	1,500.00	BALLPEN, fine point, Black					
4	piece	150	750.00	BALLPEN, fine point, Blue					
5	piece	50	250.00	BALLPEN, fine point, Red					
6	Pack	30	1,050.00	BATTERY, Dry Cell, size AAA, pack of 2					
7	pack	30	840.00	BATTERY, Dry Cell, size AA, pack of 2					
8	Box	5	2,700.00	CARBON PAPER, Legal size, box of 100					
9	box	50	800.00	CLIP, backfold, 19mm, box of 12					
10	box	50	1,000.00	CLIP, backfold, 25mm, box of					

				12					
11	box	50	2,800.00	CLIP, backfold, 32mm, box of 12					
12	box	20	1,360.00	CLIP, backfold, 50mm, box of 12					
13	box	100	97,500.00	CONTINUOUS FORM, 3 ply, 280x241mm, CARBONLESS					
14	piece	20	1,500.00	CORRECTION TAPE, Refillable					
15	pack	30	2,250.00	CORRECTION TAPE, Refill, pack of 2					
16	piece	20	240.00	CUTTER/ UTILITY KNIFE, for general purpose					
17	piece	500	1,000.00	ENVELOPE, documentary A4 size					
18	piece	200	500.00	ENVELOPE, documentary Legal size					
19	piece	150	3,000.00	ENVELOPE, expanding, kraft, Legal size					
20	piece	10	190.00	ERASER, felt, for blackboard/ white board					
21	piece	20	120.00	ERASER, plastic/rubber					
22	Box	120	5,640.00	FASTENER, metal, non-sharp edges					
23	Piece	10	2,500.00	FLASH DRIVE, 32 GB capacity					
24	piece	100	550.00	FOLDER, File, A4 size					
25	piece	750	4,500.00	FOLDER, File, Legal size					
26	piece	150	3,300.00	FOLDER, Pressboard (Green)					
27	bottle	10	1,150.00	GLUE, ELMERS, all purpose, 240 grams					
28	pack	20	1,700.00	INDEX TAB, self-adhesive, transparent					
29	cart-ridge	100	24,500.00	INK CARTRIDGE, EPSON T6641 Black, 70ml					
30	cart-ridge	50	12,250.00	INK CARTRIDGE, EPSON T6642 Cyan, 70ml					
31	cart-ridge	50	12,250.00	INK CARTRIDGE, EPSON T6643 Magenta, 70ml					
32	cart-ridge	50	12,250.00	INK CARTRIDGE, EPSON T6644 Yellow, 70ml					
33	bottle	80	19,600.00	INK CARTRIDGE, EPSON 003 BLACK					
34	bottle	40	9,800.00	INK CARTRIDGE, EPSON 003 CYAN					
35	bottle	40	9,800.00	INK CARTRIDGE, EPSON 003 MAGENTA					
36	bottle	40	9,800.00	INK CARTRIDGE, EPSON 003 YELLOW					
37	bottle	20	600.00	INK for Stamp Pad, blue or blue violet					
38	piece	30	450.00	MARKER, Highlighter, Orange					
39	piece	30	450.00	MARKER, Highlighter, Green					
40	piece	30	450.00	MARKER, Highlighter, Blue					
41	piece	10	150.00	MARKER, Highlighter, Pink					

42	piece	100	1,600.00	MARKER, Permanent, felt-tip, bullet-type, Black					
43	piece	50	800.00	MARKER, Permanent, felt-tip, bullet-type, Blue					
44	piece	30	480.00	MARKER, Permanent, felt-tip, bullet-type, Red					
45	piece	50	850.00	MARKER, Whiteboard, felt-tip, bullet-type, Black					
46	piece	50	850.00	MARKER, Whiteboard, felt-tip, bullet-type, Blue					
47	piece	30	510.00	MARKER, Whiteboard, felt-tip, bullet-type, Red					
48	piece	10	750.00	MOUSE, Optical, USB connectivity type					
49	pad	100	2,000.00	NOTEPAD, stick on, 3x3					
50	pad	50	1,250.00	NOTEPAD, stick on, 76mm x 100mm (3"x4") min					
51	box	150	1,800.00	PAPER CLIP, vinyl/plastic coated, 33mm					
52	box	100	2,500.00	PAPER CLIP, vinyl/plastic coated, 50mm					
53	ream	550	115,500.00	PAPER, MULTICOPY, A4, 80gsm					
54	ream	300	69,000.00	PAPER, MULTICOPY, Legal, 80gsm					
55	piece	10	3,400.00	PENCIL SHARPENER, manual, single cutter head					
56	box	3	120.00	PENCIL, lead, with eraser, box of 12					
57	pack	5	325.00	PHOTOPAPER, glossy, 230 GSM A4 size, 20's					
58	Piece	10	1,350.00	PUNCHER, paper, heavy duty					
59	box	15	450.00	PUSH PIN					
60	book	50	8,750.00	RECORD BOOK, 500 pages					
61	bottle	10	1,750.00	RIBBON CART, EPSON LQ-310 C13S015632					
62	box	20	2,900.00	RUBBER BAND, No. 18					
63	piece	15	525.00	RULER, plastic, 450mm					
64	piece	150	2,250.00	SACKS, Empty, 50kg capacity					
65	piece	20	700.00	SCISSORS, symmetrical/assymetrical					
66	piece	50	3,250.00	SIGN PEN, Black					
67	piece	30	1,950.00	SIGN PEN, Blue					
68	piece	20	1,300.00	SIGN PEN, Red					
69	Piece	30	750.00	SIGN PEN, Green, My Gel					
70	piece	5	250.00	STAMP PAD, Felt-type					
71	piece	15	270.00	STAPLE REMOVER, claw-type, durable					
72	box	50	1,500.00	STAPLE WIRE, standard, 26/6					
73	piece	10	1,000.00	STAPLER, standard type					
74	piece	5	550.00	TAPE DISPENSER, table top, for 24 mm					

75	roll	50	1,400.00	TAPE, masking, 24mm						
76	roll	20	1,000.00	TAPE, masking, 48mm						
77	roll	30	840.00	TAPE, packaging, 48mm						
78	roll	100	1,700.00	TAPE, transparent, 24mm						
79	roll	25	675.00	TAPE, transparent, 48mm						
80	roll	150	1,800.00	TOILET TISSUE PAPER, 2-ply, 100% recycled						
81	Piece	5	225.00	TRASH BIN, plastic						
82	roll	8	600.00	TWINE, plastic						
TOTAL LOT ABC			499,960.00	TOTAL AMOUNT						

We undertake, if our proposal is accepted, to perform the services/delivery of the goods as identified in the Terms and Conditions.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award or Purchase Order, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed name

Office Telephone / Mobile No.

Email Address/es

ANNEX "B"

Terms and Conditions

1. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
2. Bids should be valid for at least 120 calendar days from the deadline of submission.
3. Service providers or suppliers shall provide correct and accurate technical specifications, brand name, and product model in this form.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. No alteration is allowed.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications or Terms of Reference.
8. The PPA PMO NCR South BAC-PGS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA PMO NCR South BAC-PGS 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.
10. A penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. The PPA-PMO NCR South BAC-PGS may rescind 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.
11. Terms of Payment: Payment shall be processed within 15 to 30 working days after inspection and acceptance of goods and services, and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the bidder's account.

Service Provider's or Contractor's Duly Authorized Representative:

Submitted by:

Signature over Printed Name

Designation:

Telephone/Mobile No.:

Email Address:

Date:

Delivery Period (WD)
