



REQUEST FOR QUOTATION

Procurement Project Title:	PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR 4th QUARTER OF CALENDAR YEAR 2023		
Approved Budget for the Contract (ABC):	₱499,989.00	Mode of Procurement:	Shopping (Section 52.1-b)
Purchase Request No.:	SH.7808.23	Request For Quotation No.:	2023-12-16
End-User Unit:	PPA PMO NCR- SOUTH	Delivery Period:	7 Working Days from receipt of PO

1 4 DEC 2023

Date: _____

NOTICE TO ALL SERVICE PROVIDERS AND SUPPLIERS:

The Philippine Ports Authority – PMO NCR South, through its Bids and Awards Committee (BAC-PGS), intends to procure the item/s specified below, 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 the Fourth Quarter of Calendar Year 2023**, as detailed in **Annex “A”** of this RFQ. When preparing their quotation please be guided by the Terms and Conditions attached hereto as **Annex “B”**.

Your prices must be quoted in Philippine Peso and must include unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

The Bidders shall prepare and submit an Original Copy of the Bid Proposal in **two (2) Separate Envelopes** containing the **Technical Documentary Requirements (Envelope 1)** and **Financial Proposal (Envelope 2)**:

A. The envelope marked “Envelope 1” shall contain the following information/ documents:

- Certified True Copy of 2023 **Mayor’s /Business Permit**¹
- Certified True Copy of DTI Certificate / SEC Registration
- Certified True Copy of Tax Clearance
- Certified True Copy of BIR 2303/ VAT Certificate of Registration
- Certified True Copy of PhilGEPS Registration Certificate
- Notarized copy of **Omnibus Sworn Statement**² using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for ABC above Php50,000.00).

None submission of any or all the document will be declared ineligible to bid and hence, the bid shall be disqualified.

B. The envelope marked "Envelope 2" shall contain the following information/ documents:

- Bid Proposal / Price Quotation

All Envelopes (1 & 2) shall:

1. Be addressed to the BAC Chairperson

MR. ARNOLD B. VILLEGAS

REMD Manager / Chairperson, BAC
Philippine Ports Authority, PMO NCR-South
Administration Building, 23rd St., Gate 1, South Harbor
Port Area Manila

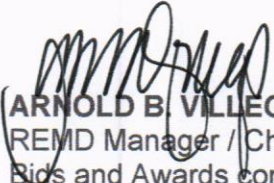
2. Contain the Title/ Name of the project: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR 4th QUARTER OF CALENDAR YEAR 2023**
3. Bear the Name and Address of the Bidder
4. Bear a Warning "Do Not Open Before" the Date and Time for the Opening of the Bids

The Bids submitted after the deadline shall be rejected by the BAC and the same shall not be opened. All pages should be signed by the authorized signatory.

It is the intent of the Purchaser to evaluate the quotation for the item/s and award will be made to the quotation resulting in the overall lowest cost. Contract will be awarded to the lowest evaluated quotation meeting purchaser's specifications and requirements. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

All quotations should be submitted in a sealed envelope by mail, courier or hand carried **not later than** DECEMBER 21, 2023 **3:00pm.**

For clarifications, you may contact **Ms. Jennifer L. Lopez of the RMD-Administrative Section, Supply Unit** at telephone number **(02) 8522-4009/ (02)8525-5264 Loc. 516.**


ARNOLD B. VILLEGAS
REMD Manager / Chairperson
Bids and Awards committee-PGS
Philippine Ports Authority- PMO NCR-South

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.

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)	Bidder's Offer		
					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	35	6,125.00	ALCOHOL, Ethyl, 68%- 72%, 1 Gallon			
3	piece	400	2,000.00	BALLPEN, fine point, Black			
4	piece	300	1,500.00	BALLPEN, fine point, Blue			
5	piece	150	750.00	BALLPEN, fine point, Red			
6	Pack	35	1,225.00	BATTERY, Dry Cell, size AAA, pack of 2			
7	pack	35	980.00	BATTERY, Dry Cell, size AA, pack of 2			
8	Piece	10	320.00	CALCULATOR, compact			
9	box	20	320.00	CLIP, backfold, 19mm, box of 12			
10	box	20	400.00	CLIP, backfold, 25mm, box of 12			
11	box	25	700.00	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	25	1,875.00	CORRECTION TAPE, Refillable			
15	pack	30	2,250.00	CORRECTION TAPE, Refill, pack of 2			
16	piece	10	120.00	CUTTER/ UTILITY KNIFE, for general purpose			
17	piece	200	4,000.00	ENVELOPE, expanding, kraft, Legal size			
18	piece	9	171.00	ERASER, felt, for blackboard/ white board			
19	piece	8	48.00	ERASER, plastic/rubber			
20	Box	50	2,350.00	FASTENER, metal, non-sharp edges			
21	Piece	7	1,750.00	FLASH DRIVE, 32 GB capacity			
22	piece	300	1,650.00	FOLDER, File, A4 size			
23	piece	300	1,800.00	FOLDER, File, Legal size			
24	piece	250	5,500.00	FOLDER, Pressboard (Green)			
25	pack	10	850.00	INDEX TAB, self-adhesive, transparent			
26	cart-ridge	100	25,000.00	INK CARTRIDGE, EPSON T6641 Black, 70ml			
27	cart-ridge	80	20,000.00	INK CARTRIDGE, EPSON T6642 Cyan, 70ml			
28	cart-ridge	80	20,000.00	INK CARTRIDGE, EPSON T6643 Magenta, 70ml			
29	cart-ridge	80	20,000.00	INK CARTRIDGE, EPSON T6644 Yellow, 70ml			
30	bottle	100	25,000.00	INK CARTRIDGE, EPSON 003 BLACK			
31	bottle	80	20,000.00	INK CARTRIDGE, EPSON 003 CYAN			
32	bottle	80	20,000.00	INK CARTRIDGE, EPSON 003 MAGENTA			
33	bottle	80	20,000.00	INK CARTRIDGE, EPSON 003 YELLOW			
34	bottle	24	720.00	INK for Stamp Pad, blue or blue violet			
35	piece	15	3,000.00	Magazine File Box, Single, Vertical			
36	piece	15	3,000.00	Magazine File Box, Single, Horizontal			
37	piece	15	225.00	MARKER, Highlighter, Orange			
38	piece	15	225.00	MARKER, Highlighter, Green			
39	piece	15	225.00	MARKER, Highlighter, Blue			
40	piece	5	75.00	MARKER, Highlighter, Pink			
41	piece	100	1,600.00	MARKER, Permanent, felt-tip, bullet-type, Black			
42	piece	50	800.00	MARKER, Permanent, felt-tip, bullet-type, Blue			
43	piece	30	480.00	MARKER, Permanent, felt-tip, bullet-type, Red			
44	piece	15	255.00	MARKER, Whiteboard, felt-tip, bullet-type, Black			

45	piece	15	255.00	MARKER, Whiteboard, felt-tip, bullet-type, Blue			
46	piece	10	170.00	MARKER, Whiteboard, felt-tip, bullet-type, Red			
47	piece	10	700.00	MOUSE, Optical, USB connectivity type			
48	pad	30	660.00	NOTEPAD, stick on, 3x3			
49	pad	20	500.00	NOTEPAD, stick on, 76mm x 100mm (3"x4") min			
50	box	50	600.00	PAPER CLIP, vynil/plastic coated, 33mm			
51	box	70	1,680.00	PAPER CLIP, vynil/plastic coated, 50mm			
52	ream	400	84,000.00	PAPER, MULTICOPY, A4, 80gsm			
53	ream	220	50,600.00	PAPER, MULTICOPY, Legal, 80gsm			
54	box	3	120.00	PENCIL, lead, with eraser, box of 12			
55	Piece	15	2,025.00	PUNCHER, paper, heavy duty			
56	box	10	300.00	PUSH PIN			
57	book	20	3,500.00	RECORD BOOK, 500 pages			
58	bottle	20	3,500.00	RIBBON CART, EPSON LQ-310 C13S015632			
59	box	5	725.00	RUBBER BAND, No. 18			
60	piece	100	1,500.00	SACKS, Empty, 50kg capacity			
61	piece	10	350.00	SCISSORS, symmetrical/assymetrical			
62	piece	100	6,500.00	SIGN PEN, Black			
63	piece	100	6,500.00	SIGN PEN, Blue			
64	piece	20	1,300.00	SIGN PEN, Red			
65	Piece	15	375.00	SIGN PEN, Green, My Gel			
66	piece	15	750.00	STAMP PAD, Felt-type			
67	piece	5	100.00	STAPLE REMOVER, claw-type, durable			
68	piece	15	1,500.00	STAPLER, standard type			
69	roll	50	1,400.00	TAPE, masking, 24mm			
70	roll	20	1,000.00	TAPE, masking, 48mm			
71	roll	30	840.00	TAPE, packaging, 48mm			
72	roll	80	1,360.00	TAPE, transparent, 24mm			
73	roll	20	540.00	TAPE, transparent, 48mm			
74	roll	300	3,600.00	TOILET TISSUE PAPER, 2-ply, 100% recycled			
75	Piece	5	210.00	TRASH BIN, plastic			
76	roll	5	350.00	TWINE, plastic			
TOTAL LOT ABC			499,989.00				

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)
