



**REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
FOR 2nd QUARTER OF CY 2023**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) intends to procure supply and delivery of various office supplies for 2nd Quarter of CY 2023 through Small Value Procurement, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	: Supply and Delivery of Various Office Supplies For 2 nd Quarter of CY 2023
Approved Budget for the Contract	: Seven Hundred Sixteen Thousand Eight Hundred Seventy-Five Pesos Only (P716,875.00)
Location	: PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila
Delivery Date	: Upon Issuance of Approved Purchase Order

Interested suppliers are required to submit their valid Mayor's/Business Permit, PhilGEPS Registration Number, Income/Business Tax Return and Omnibus Sworn Statement.

The price quotation and eligibility documents must be submitted **on or before April 18, 2023, 5:00 p.m.** to the PMO-NCR North BAC Secretariat at the PMO-NCR North Admin Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. Please submit your lowest and most responsive quotation together with the RFQ in a sealed envelope marked as follows:

The Chairperson
PMO-NCR North Bids and Awards Committee
Supply and Delivery of Various Office Supplies for 2nd Quarter of CY 2023
PMO-NCR North Admin. Bldg. Mel Lopez Boulevard,
North Harbor, Tondo, Manila

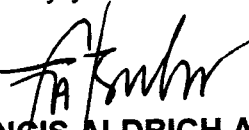
The PMO-NCR North Bids and Awards Committee reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Supplier or any person.

For further information, please refer to:

The BAC Secretariat
PMO-NCR North Bids and Awards Committee
G/F, PMO-NCR North Admin. Bldg.,
Mel Lopez Boulevard, North Harbor, Tondo, Manila
Telefax No. #8245-2929

Email Address: bac.ncrn@gmail.com

Very truly yours,


FRANCIS ALDRICH A. RUBIO
BAC Chairperson

REQUEST FOR QUOTATION

Date: _____

MR. FRANCIS ALDRICH A. RUBIO
 Chairperson, Bids and Awards Committee
 Port Management Office-NCR North
 Administration Bldg. Mel Lopez Blvd.
 North Harbor, Tondo, Manila

Dear Mr. Rubio;

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the "Supply and Delivery of Various Office Supplies for 2nd Quarter of CY 2023" posted by your office, we hereby submit our proposal corresponding to your requirements.

ITEM	QTY	UNIT	ARTICLE(S) AND DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	20	PC	Tape Flags Index Label	P	P
2	1	Pc	Laser Pointer Pen (Logitech R400)	P	P
3	60	Pc	Pilot Signpen 1.0mm (30black/30 blue)	P	P
4	10	Pc	Clear Book	P	P
5	10	Pc	Stand File (Thick)	P	P
6	5	Pc	Steno Notebook	P	P
7	2	Set	Calculator GX-120S 12 Digits (2-Way Power)	P	P
8	3	Set	Calculator 12D w/ Adaptor Casio HR 100TM	P	P
9	10	Prs	Scissor Heavy Duty	P	P
10	10	Pc	Marker (CD, DVD, BD) 0.7mm Blue	P	P
11	2	RI	Laminating Film Legal Size 250microns	P	P
12	6	Pk	Glossy Photo Paper 230gsm 20s/pack	P	P
13	2	Pc	Stapler Heavy Duty for book-binding	P	P
14	1	Pc	Ink HP 728 – 130ml magenta	P	P
15	1	Pc	Ink HP 728 – 130ml yellow	P	P
16	1	Pc	Ink HP 728 – 130ml cyan	P	P

17	1	Pc	Ink HP 728 – 300ml Matte Black	P	P
18	50	Pc	File Magazine box w/ cover	P	P
19	50	Pc	Sacks (for 50kgs)	P	P
20	2	Bot	Correction Fluid	P	P
21	25	RI	Double Sided Tape	P	P
22	22	Pk	Laid Paper 100gsm Cream 20s/pack	P	P
23	10	Pc	Colored folder A4 size	P	P
24	30	Pc	3D Ring Binder A4 Size	P	P
25	1	Pc	Mouse pad	P	P
26	2	Pc	DVD RW	P	P
27	5	Pcs	Computer Mouse USB	P	P
28	12	Pcs	Computer Keyboard USB	P	P
29	12	Pcs	Waste Basket plastic	P	P
30	25	roll	Twine Plastic	P	P
31	34	Box	Toner/Ink HP 285A	P	P
32	50	RI	Tape Transparent #1"	P	P
33	50	RI	Tape Packaging #2"	P	P
34	15	RI	Tape Masking #2"	P	P
35	50	RL	Tape Masking #1"	P	P
36	50	Pcs	Tape Correction w/ dispenser	P	P
37	25	Box	Staple Wire #35	P	P
38	6	Prs	Scissor 8-10" HD	P	P
39	6	Pc	Ring Binder Plastic 2"	P	P
40	6	Pc	Ring Binder Plastic 1"	P	P
41	35	Box	Ribbon Cartridge Epson LX-310	P	P
42	50	Box	Ribbon Cartridge Epson LQ-310	P	P

43	30	Kilo	Rags, All cotton asstd. Colors	P	P
44	60	Pc	Pen Whiteboard Marker (black-36/blue-12/red-12)	P	P
45	500	Pc	Pen ballpen gel ink 0.7mm (black-250/blue-200/red-50)	P	P
46	2	ream	Paper Copy A3 Size 80gsm S24	P	P
47	420	ream	Paper Copy Legal Size 80gsm S24	P	P
48	420	ream	Paper Copy A4 Size 80gsm S24	P	P
49	35	ream	Paper Bond Legal Size 70gsm S20	P	P
50	5	ream	Paper colored A4 size (Blue)	P	P
51	25	ream	Paper Bond A4 Size 70gsm S20	P	P
52	55	Bkt	Notepad 2" x 3" asstd. colors	P	P
53	4	Set	Ink Epson 008 (B/C/Y/M)	P	P
54	38	Bot	Ink Epson 003 Magenta	P	P
55	38	Bot	Ink Epson 003 Yellow	P	P
56	38	Bot	Ink Epson 003 Cyan	P	P
57	68	Bot	Ink Epson 003 Black	P	P
58	26	Bot	Ink Epson #6644	P	P
59	26	Bot	Ink Epson #6642	P	P
60	31	Bot	Ink Epson #6641	P	P
61	6	Box	Ink Cartridge HP #680 Tri-color	P	P
62	6	Box	Ink Cartridge HP #680 black	P	P
63	8	Box	Ink Cartridge HP #678 Tri-color	P	P
64	4	Box	Ink Cartridge HP #678 black	P	P
65	25	box	Index Tab, clear self adhesive	P	P
66	50	Bot	Glue all purpose 65ml/btl	P	P
67	250	Pc	Folder Legal Size (white)	P	P
68	850	Pc	Folder A4 Size (white)	P	P
69	120	Pc	Env. Doc. Brown Legal size	P	P

70	370	Pc	Env. Doc. Brown A4 Size	P	P
71	50	Box	Continous Form 11 x 9 ½ 3ply 500sets/box 55gsm carbonless	P	P
72	180	Pc	Clip letter metal #75mm	P	P
73	50	Pc	Clip letter metal #25mm	P	P
74	80	Box	Clip binder/backfold #32mm	P	P
75	80	Box	Clip binder/backfold #25mm	P	P
76	80	Box	Paper Clip Vinyl coated 50mm	P	P
77	80	Box	Paper Clip Vinyl coated 32mm	P	P
78	74	Can	Air Freshener (aerosol) 300ml/can floral scent	P	P
				TOTAL AMOUNT	

NOTE:

1. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least thirty (30) days from receipt of quotation and shall be binding upon the supplier within the period.
2. Delivery period shall be within fourteen (14) working days from receipt of Notice of Award/Purchase Order.
3. The P.O. shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
4. Terms of Payment within thirty (30) calendar days from date of acceptance.
5. Bidders shall submit with the quotations technical brochures of the products being offered.
6. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered official receipts.
7. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations.

Name of Company: _____

Delivery Period: _____

Warranty Period: _____

Price Validity: _____

After having carefully read and accepted your conditions above, I/We quote you on the item at prices specified in the quotation form.

Print Name and Signature

Telephone Number

Email address

Date