



**REQUEST FOR QUOTATION  
FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES  
FOR THE 2ND QUARTER OF 2021**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) will undertake a Procurement of Various Office Supplies for the 2nd Quarter of 2021, through Small Value Procurement, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **Procurement of Various Office Supplies  
For the 2<sup>nd</sup> Quarter of 2021**

Approved Budget for the Contract : One Hundred Ten Thousand Pesos Only  
(P110,000.00)

Location : PMO-NCR North Admin. Bldg., Radial Road 10,  
North Harbor, Tondo, Manila

Delivery Date : Upon Issuance of Approved Purchase Order

Interested suppliers are required to submit their valid and current 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 May 03, 2021, 5:00 p.m.** to the PMO-NCR North BAC Secretariat at the PMO-NCR North Admin Bldg., Radial Road 10, 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  
Procurement of Various Office Supplies  
for the 2<sup>nd</sup> Quarter of 2021  
PMO-NCR North Admin. Bldg., Radial Road 10,  
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.,  
Radial Road 10, 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 Managent Office-NCR North  
 Administration Bldg., Radial Road 10  
 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 " **Procurement of Various Office Supplies for the 2<sup>nd</sup> Quarter of 2021**" 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	pcs	Computer Mouse USB	P	P
2	12	pcs	Computer Keyboard USB	P	P
3	25	pcs	Waste Basket Plastic asstd. Col.	P	P
4	72	pcs	Pen Marker White Board(black-48/blue-12/red-12)	P	P
5	300	pcs	Pen Ballpen 0.7(black-200/blue-100) (monami)	P	P
6	100	ream	Paper Copy Legal Size 80gsm/S24	P	P
7	25	pc	Clipboard Plastic Legal Size asstd. Colors	P	P
8	20	ream	Paper Colored A4 Size (10blue/10yellow)	P	P
9	50	ream	Paper Bond A4 Size 70gsm/S20	P	P
10	2	set	Ink Cartridge HP 920 BCYM	P	P
11	100	bkt	Notepad 3"x4" Asstd. color(3M)	P	P
12	1	box	Envelope Document Brown A4 Size 500pcs/box	P	P
13	25	box	Cont. Form 11"x9 1/2" 3 ply 55gsm 500sets/box	P	P
14	250	rm	Paper Copy A4 Size 80gsm/S24	P	P
				<b>TOTAL AMOUNT</b>	

Very truly yours,

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**Signature Over Printed Name**

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**Position/Designation**

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**Name of Company**

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**Contact Numbers**

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**Company Address**

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**Email Address**