



**REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE SUPPLIES
FOR 3RD QUARTER OF 2021
(Small Value Procurement)**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) will undertake a Procurement of Office Supplies for 3rd 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 Office Supplies for 3rd Quarter of 2021
Approved Budget for the Contract	: Five Hundred Fifty Thousand Pesos Only (P550,000.00)
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 August 25, 2021, 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
Procurement of Office Supplies
For 3rd Quarter of 2021
PMO-NCR North Admin. Bldg. Mel Lopez Boulevard,
North Harbor, Tondo, Manila

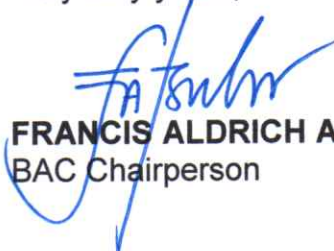
The PMO-NCR North Bids and Awards Committee reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring 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 Managent 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 " **Procurement of Office Supplies for 3rd 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	3	BOX	Cartridge toner kit 103A HP Neverstop Laser 1000w	P	P
2	1	RL	Acetate Plastic ga.#8 50mtrs/rl	P	P
3	60	BOX	Toner/Ink Cartridge HP 285A	P	P
4	75	RL	Tape Transparent #1"	P	P
5	50	RL	Tape Packaging #2"	P	P
6	75	RL	Tape Masking #1"	P	P
7	24	PC	Staple wire remover (twin jaws)	P	P
8	36	PC	Pen, Permanent marker (blue)	P	P
9	400	PC	Pen, Gel Pen 0.7mm(Black-250/Blue-100/Green-50)	P	P
10	200	RM	Paper Copy Legal Size 80gsm S24	P	P
11	6	RM	Paper Copy 8 ½ x 14 80gsm S24	P	P
12	6	RM	Paper Copy A3 Size 80gsm S24	P	P
13	250	RM	Paper Copy A4 Size 80gsm S24	P	P
14	30	RM	Paper Bond Legal Size 70gsm S20	P	P
15	40	RM	Paper Bond A4 Size 70gsm S20	P	P
16	10	BOT	Ink Epson 003 Yellow	P	P
17	10	BOT	Ink Epson 003 Magenta	P	P
18	10	BOT	Ink Epson 003 Cyan	P	P

19	15	BOT	Ink Epson 003 Black	P	P
20	10	BOT	Ink Epson 6644 Yellow	P	P
21	10	BOT	Ink Epson 6643 Magenta	P	P
22	10	BOT	Ink Epson 6642 Cyan	P	P
23	25	BOT	Ink Epson 6641 Black	P	P
24	3	BOX	Ink Cartridge HP#680 Tri-Color	P	P
25	10	BOX	Ink Cartridge HP#680 Black	P	P
26	25	BOX	Ink Tab self adhesive clear/transparent	P	P
27	300	PC	Index Car 5" x 8"	P	P
28	500	PC	Folder Tagboard A4 Size	P	P
29	50	BOX	Fastener meta w/ safety prong	P	P
30	25	BOX	Cont. Form 11 x 9 ½ 3 ply 500sets/box 55gsm carbonless	P	P
31	50	BOX	Clip Paper #33mm vinyl coated	P	P
32	24	CAN	Air Freshener (Aerosol) 300ml/can floral scent	P	P
33	15	RL	Tape Transparent #2" 50mtrs/roll	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 forty five (45) calendar 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