



**REQUEST FOR QUOTATION  
FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF VARIOUS OFFICE  
SUPPLIES FOR THE 3<sup>RD</sup> 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 the 3<sup>rd</sup> 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.

<b>Name of Project</b>	: Supply and Delivery of Various Office Supplies for the 3 <sup>rd</sup> Quarter of CY 2023
<b>Approved Budget for the Contract</b>	: Nine Hundred Ninety-Six Thousand Seven Hundred Fifty-Five Pesos Only (₱ 996,755.00)
<b>Location</b>	: PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila
<b>Delivery Date</b>	: 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 Duly Signed Omnibus Sworn Statement.**

The price quotation and eligibility documents must be submitted **on or before August 30, 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 the 3<sup>rd</sup> 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](mailto: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 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	2	Ream	Paper Copy A4 100gsm S30	₱	₱
2	5	Pc	White Board Marker (Red)	₱	₱
3	10	Pc	White Board Marker (Blue)	₱	₱
4	21	Pc	White Board Marker (Black)	₱	₱
5	6	RL	Tape Transparent #2"	₱	₱
6	114	RI	Tape Transparent #1"	₱	₱
7	62	RL	Tape Packaging #2"	₱	₱
8	41	RL	Tape Masking #2"	₱	₱
9	12	RL	Tape Masking #1"	₱	₱
10	5	Pcs	Tape Dispenser	₱	₱
11	13	Pc	Steno Notebook	₱	₱

12	3	Box	Staple Wire 23/13	P	P
13	3	Box	Staple Wire Size 23/10	P	P
14	57	Pc	Staple Wire Remover	P	P
15	30	Box	Staple Wire HD-3LS 10mm	P	P
16	2	Box	Staple Wire 13mm	P	P
17	2	Box	Staple Wire 10mm	P	P
18	35	Box	Staple Wire #1217 FA-H Heavy Duty	P	P
19	90	Box	Staple Wire #35	P	P
20	8	Pc	Stamp Pad Ink (Purple)	P	P
21	3	Pc	Stamp Pad Ink (Blue)	P	P
22	10	Pc	Stamp Pad Ink (Black)	P	P
23	4	Pc	Stamp Pad Felt	P	P
24	32	Pcs	Scissor Heavy Duty	P	P
25	4	Box	Rubber Band (small)	P	P
26	5	box	Rubber Band (big)	P	P
27	34	Pc	Ring Binder (Legal) 38mm	P	P
28	10	Pc	Ring Binder (Legal) 32mm	P	P
29	10	Pc	Ring Binder (Legal) 10mm	P	P
30	95	Pc	Ring Binder (A4) 38mm	P	P

31	15	Pc	Ring Binder (A4) 32mm	P	P
32	15	Pc	Ring Binder (A4) 10mm	P	P
33	97	Pc	Record Book Officials 300pgs	P	P
34	110	Pc	Rags, all cotton asstd. colors	P	P
35	10	Pc	PVC Booking binding cover (Legal) Clear	P	P
36	15	Pc	PVC Booking binding cover (A4) Clear 200gsm	P	P
37	16	Box	Push Pins	P	P
38	1	RI	Plotter Paper 80gsm/102microns (4.0mil) 36"x150ft (914mm x 473.5m) 2"core	P	P
39	4	RI	Plastic Twine	P	P
40	14	Pk	Photo Paper Premium Glossy –A4 (235G/M2)	P	P
41	58	Pc	Pentel Pen (Black)	P	P
42	2	Pc	Pencil Sharpener (machine)	P	P
43	10	Pc	Pencil Eraser Big (Steadler)	P	P
44	96	Pc	Pencil #2 (Mongol)	P	P
45	12	Pc	Pen Signpen Ink 0.7mm (Red) (Pilot)	P	P
46	48	Pc	Pen Signpen Ink 0.7mm (Green) (Pilot)	P	P
47	105	Pc	Pen Signpen Ink 0.7mm (Blue) (Pilot)	P	P
48	126	Pc	Pen Signpen Ink 0.7mm (Blue) (Pilot)	P	P
49	33	Pc	Pen Ballpen Ink 0.7mm (Red)	P	P

50	308	Pc	Pen Ballpen Ink 0.7mm (Blue)	₱	₱
51	413	Pc	Pen Ballpen Ink 0.7mm (Black)	₱	₱
52	5	Ream	Paper Copy Short 70gsm	₱	₱
53	401	Ream	Paper Copy Legal 80gsm S24	₱	₱
54	494	Ream	Paper Copy A4 80gsm S24	₱	₱
55	5	Ream	Paper Copy A3 80gsm S24	₱	₱
56	40	Ream	Paper Colored A4 Size 80gsm (Yellow)	₱	₱
57	41	Ream	Paper Colored A4 Size 80gsm (Blue)	₱	₱
58	126	Pc	Notepad 2" x 3" asstd. colors	₱	₱
59	3	Box	Mimeo Paper A4 Size	₱	₱
60	3	Pc	Max HD-50DF	₱	₱
61	1	Pc	MAX HD-12 L/17 Heavy Duty Stapler	₱	₱
62	2	Pc	MAX HD-11UFL (VAIMO 80) Heavy Duty Stapler	₱	₱
63	3	Pc	Marker (CD, DVD, BD) 0.7mm blue	₱	₱
64	150	Pc	Letter Envelope	₱	₱
65	17	Pk	Laid Paper 8.5 x 13 100gsm cream 20s/pack	₱	₱
66	4	Pc	Intermediate Yellow Pad Paper	₱	₱
67	10	Pc	Intermidiate White Pad Paper	₱	₱
68	6	Bot	Ink Epson 774 (Black)	₱	₱

69	27	Bot	Ink Epson 6643 (Magenta)	P	P
70	27	Bot	Ink Epson 6642 (Cyan)	P	P
71	52	Bot	Ink Epson 6641 (Black)	P	P
72	6	Bot	Ink Epson 008 (Yellow)	P	P
73	6	Bot	Ink Epson 008 (Magenta)	P	P
74	6	Bot	Ink Epson 008 (Cyan)	P	P
75	2	Bot	Ink Epson 008 (Black)	P	P
76	50	Bot	Ink Epson 003 (Yellow)	P	P
77	50	Bot	Ink Epson 003 (Magenta)	P	P
78	50	Bot	Ink Epson 003 (Blue)	P	P
79	67	Bot	Ink Epson 003 (Black)	P	P
80	6	Box	Index Tabs, clear, self adhesive	P	P
81	70	Box	Index Tabs Flags	P	P
82	21	Box	Index Tabs	P	P
83	53	Box	HP 85A Black Original Laserjet Toner Cartridge	P	P
84	3	Box	HP 103 Toner	P	P
85	15	Bot	Glue All Multi-purpose 40ml/bottle (Elmer's)	P	P
86	220	Pc	Folder with Tab (Legal)	P	P
87	260	Pc	Folder Press board Legal Size (Green)	P	P

88	60	Pc	Folder Pressboard A4 Size (Green)	P	P
89	280	Pc	Folder Legal Size (White)	P	P
90	470	Pc	Folder A4 Size (White)	P	P
91	13	Pc	Flash drive 32gb	P	P
92	74	Box	Fastener w/ metal safety prong	P	P
93	240	Pc	Expanded Envelope with Strap	P	P
94	10	Pc	Ribbon Cartridge – Epson LX310	P	P
95	10	Pc	Ribbon Cartridge – Epson LQ310	P	P
96	340	Pc	Envelope Document Brown Long	P	P
97	290	Pc	Envelope Document Brown A4	P	P
98	28	RI	Double Sided Tape 1"	P	P
99	5	Pc	Disinfectant Spray 510g (Lysol)	P	P
100	203	Pc	Correction Tape w/ Dispenser	P	P
101	1	Bot	Correction Fluid	P	P
102	40	Box	Continuous Form 11x9 ½ 3ply 500sets/box 55gsm carbonless	P	P
103	2	Box	Computer Mouse USB (A4tech)	P	P
104	2	Box	Computer Keyboard USB (A4tech)	P	P
105	92	Box	Clip Paper #50mm vinyl coated	P	P
106	67	Box	Clip Paper #32mm vinyl coated	P	P



107	7	Pc	Clip Board A4	P	P
108	90	Box	Clip Binder/backfold (32mm)	P	P
109	22	Box	Clip Binder/backfold (25mm)	P	P
110	83	Box	Clip Binder/backfold (50mm)	P	P
111	3	Box	Clip Binder/backfold (15mm)	P	P
112	10	Pc	Clear Book A4	P	P
113	30	Pc	Cartolina (Light Blue Color)	P	P
114	40	Pc	Cartolina (Assorted Color) 5pcs per color	P	P
115	35	Box	Bulldog Clip #75mm	P	P
116	1	Box	Bulldog Clip #50mm	P	P
117	2	Box	Blade Cutter	P	P
118	10	Pc	Baygon 600ml	P	P
119	82	Pc	Battery AAA	P	P
120	67	Pc	Battery AA	P	P
121	3	Pc	Archfile 2 Rings Long (3" Thickness)	P	P
122	38	pc	Air Freshener (aerosol) 300ml	P	P
123	30	Pc	3D Ring Binder (A4 Size)	P	P
124	2	Pc	2-hole Adjustable Puncher	P	P

				<b>TOTAL AMOUNT</b>	
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**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 seven (7) 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. Payments shall be made after delivery and upon submission of required supporting documents
8. 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