



**REQUEST FOR QUOTATION
PROCUREMENT OF VARIOUS OFFICE SUPPLIES
FOR THE 4TH QUARTER 2021
(Small Value Procurement)**

The PMO-NCR North Bids and Awards Committee (PMO-NCR NORTH BAC) will undertake a Project for the Repair Procurement of Various Office Supplies for the 4th 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 4 th Quarter of 2021
Approved Budget for the Contract	: Four Hundred Seventy Thousand Pesos Only (P470,000.00)
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 December 27, 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 Various Office Supplies for
The 4th Quarter of 2021
PMO-NCR North Admin. Bldg. Mel Lopez Boulevard,
North Harbor, Tondo, Manila

PORT MANAGEMENT OFFICE-NCR NORTH
PPA Administration Building, Mel Lopez Boulevard
North Harbor, Tondo, Manila 1013 Philippines
Tel. No.: (02) 244-2612 Fax No.: (02) 245-2930

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 " **Procurement of Various Office Supplies for the 4th 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	15	pc	Staple HD	P	P
2	1	RI	Acetate Plastic GA.#3 50mtrs/rl	P	P
3	24	Can	Insecticide (Insect Spray) 600ml/can	P	P
4	3	Box	Cartridge Toner kit 103A HP Neverstop Laser 1000w	P	P
5	100	Box	Toner/Ink Cartridge HP285A	P	P
6	25	RI	Masking Tape #2" 50mtrs/rl	P	P
7	120	Pc	Tape Correction w/ Dispenser 5mm x 10mm	P	P
8	50	rl	Tape Transparent #1"	P	P
9	75	box	Staple Wire #35	P	P
10	12	Pc	Ring Binder Plastic #2"	P	P
11	50	bok	Record Book (Official) 300pgs	P	P
12	30	doz	Rags All Cotton Asstd. Colors	P	P
13	500	Pcs	Pen Ballpen Gel Ink 0.7mm Black-350/Blue-100/Red-50	P	P
14	250	Ream	Paper Copy Legal Size 80gsm S24	P	P
15	350	Ream	Paper Copy A4 Size80gsm S24	P	P
16	100	Bkt	Notepad 3"x4" Asstd. Colors	P	P
17	2	Set	Ink Cartridge HP#920 BCYM	P	P

18	6	box	Ink Cartridge HP#680 Tri-color	P	P
19	6	Box	Ink Cartridge HP#680 Black	P	P
20	100	Pc	Folder Dividier Assorted Colors Legal Size	P	P
21	100	pc	Folder Sliding Plastic Clear Legal Size	P	P
22	100	Pc	Folder Sliding Plastic Clear Letter Size	P	P
23	500	Pc	Folder Legal Size (Brown)	P	P
24	50	box	Fastener Metal w/ Safety Prong	P	P
25	500	Pc	Envelope Documentary Brown Legal Size (10x15)	P	P
26	25	box	Continous Form 11x9 1/2 3Ply 500sets/box 55gsm Carbonless	P	P
27	50	box	Clip Paper #50mm Vinyl Coated	P	P
28	100	pc	Battery AAA	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