



REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC), will undertake procurement of **various office supplies and equipment not available in the DBM-PS** through Shopping in accordance with Section 52.1(b) of the 2016 Revised IRR of RA 9184. The details of the project are the following:

- a. Name of Project : **Supply/Delivery of Various Office Supplies not Available in the DBM-PS for use of PMO Batangas including TMOs**
- b. Reference No. : **BAC-BGS-005A-2021**
- c. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- d. Item Description/ Specification

Item No.	Item Description/Specification	Qty.	Unit	Unit cost	Total cost
1	Ballpen, Black, retractable (12 pcs per box)	10	box	123.00	1,230.00
2	Ballpen, Blue, retractable (12 pcs per box)	5	box	123.00	615.00
3	Battery, AAA, 2 pcs. per blister pack	12	pack	93.00	1,116.00
4	Box, Data File, Horizontal, Legal (Double) with Divider (Color: Navy Blue) Dimension: 24cm x 24cm x 40 cm	24	pc.	265.00	6,360.00
5	Box, Peerless (Original) 24"x15"x11"	100	pc.	194.00	19,400.00
6	Clip, Backfold, 19 mm (3/4") 12 pieces per box	24	box	13.00	312.00
7	Clip, Backfold, 25 mm, (1") 12 pieces per box	24	box	21.00	504.00
8	Clip, Backfold, 32 mm (1 1/4") 12 pieces per box	24	box	26.00	624.00
9	Clip, Backfold, 50 mm (2") 12 pieces per box	24	box	66.00	1,584.00
10	Copy Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24	150	ream	247.00	37,050.00
11	Copy Paper, A3 size subs. 24 80gsm imported materials superwhite zero paper dust, long grain quality	5	ream	508.00	2,540.00
12	Drum Cartridge, Brother DR 2125	2	pc.	4,300.00	8,600.00
13	Envelope, legal size (Brown) 500 pcs per box	1	box	1,250.00	1,250.00
14	Envelope, A4 size (Brown) 500 pcs per box	1	box	1,013.00	1,013.00
15	Envelope, White, long, Mailing, 500 pcs per box	1	box	390.00	390.00
16	Eraser, Mars plastic, size: 65x23x13 mm	5	pc.	152.00	760.00
17	Fastener, Plastic 70 mm between prongs, 50 sets per box	36	box	37.00	1,332.00
18	Fastener, Metal 70 mm between prongs, 50 sets per box	20	box	88.00	1,760.00
19	Folder with Tab, for Legal size documents (500 pcs. per pack)	1	pack	2,448.00	2,448.00
20	Folder with Tab, for A4 documents (100 pcs. per pack)	1	pack	435.00	435.00
21	Ink, Epson 008 (Black)	2	bottle	1,408.00	2,816.00
22	Ink, Epson 008 (Cyan)	2	bottle	1,138.00	2,276.00
23	Ink, Epson 008 (Magenta)	2	bottle	1,138.00	2,276.00
24	Ink, Epson 008 (Yellow)	2	bottle	1,138.00	2,276.00
25	Ink Cartridge, Brother MFC-J3930DW, LC3619XL (Black)	10	cart.	2,687.00	26,870.00
26	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-C (Cyan)	10	cart.	1,942.00	19,420.00
27	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-M (Magenta)	10	cart.	1,942.00	19,420.00
28	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-Y (Yellow)	10	cart.	1,942.00	19,420.00
29	Ink Cartridge, HP 680 Black	12	cart.	749.00	8,988.00
30	Ink Cartridge, HP 680 (Colored)	12	cart.	749.00	8,988.00
31	Laminating film (250micron x 100mm x 100m) PORT MANAGEMENT OFFICE - BATANGAS	3	roll	520.00	1,560.00

32	Marker Flourescent, 3 colors per set	10	set	84.00	840.00
33	Marker, permanent, bullet type, point: medium, black	24	pc.	41.00	984.00
34	Marker, Permanent, bullet type, point: medium, blue	10	pc.	41.00	410.00
35	Note Pad, Stick On 2" x 3", 100 sheets per pad	20	pad	18.00	360.00
36	Note Pad, Stick On 3" x 3", 100 sheets per pad	20	pad	23.00	460.00
37	Note Pad, Stick On 3" x 4", 100 sheets per pad	20	pad	33.00	660.00
38	Paper Clip, 33 mm, 100 pieces per box or 52 grams	20	box	19.00	380.00
39	Paper Clip, 50 mm, 100 pieces per box or 120 grams	20	box	26.00	520.00
40	Record Book , 300 pages, size: 214mm X 278mm min.	20	pc.	159.00	3,180.00
41	Record Book , 500 pages, size: 214mm X 278mm min.	30	pc.	179.00	5,370.00
42	Ribbon Cartridge, for Epson LQ-310	50	cart.	233.00	11,650.00
43	Rubber Band, 70mm, min lay flat length (#18), 350 grams	10	box	180.00	1,800.00
44	Rubber Band, Small # 16, 350 grams	10	box	240.00	2,400.00
45	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	6	box	333.00	1,998.00
46	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	6	box	333.00	1,998.00
47	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	6	box	333.00	1,998.00
48	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	6	box	333.00	1,998.00
49	Staple Wire, Standard (leg length 6mm) 5000 staples per box	35	box	63.00	2,205.00
50	Tape, Masking 48mm	6	roll	85.00	510.00
51	Tape, Packing 48mm	12	roll	79.00	948.00
52	Tape, Transparent 24mm	30	roll	16.00	480.00
53	Toner Cartridge, Samsung MLT-D108S	6	cart.	2,950.00	17,700.00
54	Toner Cartridge, Samsung MLT-203L	5	cart.	5,100.00	25,500.00
55	Toner Cartridge, HP CF217A (HP 17A)	7	cart.	3,950.00	27,650.00
56	HP 19A Imaging Drum CF219A	3	pc.	4,293.00	12,879.00
57	Toner Cartridge, Pantum P2500W-(PC-210)	9	cart.	4,535.00	40,815.00
58	Toner Cartridge, HP 49A	2	cart.	4,345.00	8,690.00
Total Amount					378,016.00

Interested suppliers may quote on any or all of the items enumerated above. Quotations shall not exceed the Approved Budget for the Contract (ABC) per item. Quotations received in excess of the ABC shall be automatically rejected.

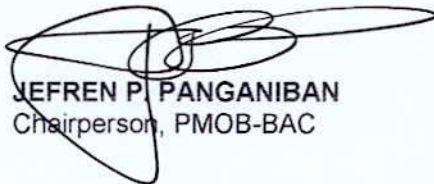
- d. Delivery Period : Within **TWENTY (20)** calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.
- e. Approved Budget for : **Php378,016.00**
the Contract (ABC)
- f. Source of Fund : **PPA Corporate Funds**

2. The duly accomplished **Price Quotation Form (Annex "A")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's/Business permit; and, b) Valid PhilGEPS Certificate of Registration or PhilGEPS Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried, or thru email < ppapmob.bacsec@gmail.com > to the PMOB-BAC on or before **9:00 a.m. of 01 March 2021** at the **Engineering Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

3. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
5. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
6. A warranty security shall be required from the contract awardees for a minimum period of three (3) months after acceptance by PPA-PMOB of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
7. PPA-PMOB reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
8. For the information, you may contact **Mr. Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.



JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN

Chairperson, PMOB-BAC
 Philippine Ports Authority
 Port Management Office of Batangas
 PPA Administration Building
 Port Access Road, Calicanto
 Batangas City

Dear Mr. Panganiban,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the procurement of the project, entitled "**Supply/Delivery of Various Office Supplies and Equipment not Available in the DBM-PS for use of PMO Batangas including TMOs**" posted by your office, we hereby submit our quotation corresponding to your requirements.

Item No.	Item Description/Specification	Qty.	Unit	Unit cost	Total cost
1	Ballpen, Black, retractable (12 pcs per box)	10	box		
2	Ballpen, Blue, retractable (12 pcs per box)	5	box		
3	Battery, AAA, 2 pcs. per blister pack	12	pack		
4	Box, Data File, Horizontal, Legal (Double) with Divider (Color: Navy Blue) Dimension: 24cm x 24cm x 40 cm	24	pc.		
5	Box, Peerless (Original) 24"x15"x11"	100	pc.		
6	Clip, Backfold, 19 mm (3/4") 12 pieces per box	24	box		
7	Clip, Backfold, 25 mm, (1") 12 pieces per box	24	box		
8	Clip, Backfold, 32 mm (1 1/4") 12 pieces per box	24	box		
9	Clip, Backfold, 50 mm (2") 12 pieces per box	24	box		
10	Copy Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24	150	ream		
11	Copy Paper, A3 size subs. 24 80gsm imported materials superwhite zero paper dust, long grain quality	5	ream		
12	Drum Cartridge, Brother DR 2125	2	pc.		
13	Envelope, legal size (Brown) 500 pcs per box	1	box		
14	Envelope, A4 size (Brown) 500 pcs per box	1	box		
15	Envelope, White, long, Mailing, 500 pcs per box	1	box		
16	Eraser, Mars plastic, size: 65x23x13 mm	5	pc.		
17	Fastener, Plastic 70 mm between prongs, 50 sets per box	36	box		
18	Fastener, Metal 70 mm between prongs, 50 sets per box	20	box		
19	Folder with Tab, for Legal size documents (500 pcs. per pack)	1	pack		
20	Folder with Tab, for A4 documents (100 pcs. per pack)	1	pack		
21	Ink, Epson 008 (Black)	2	bottle		
22	Ink, Epson 008 (Cyan)	2	bottle		
23	Ink, Epson 008 (Magenta)	2	bottle		
24	Ink, Epson 008 (Yellow)	2	bottle		
25	Ink Cartridge, Brother MFC-J3930DW, LC3619XL (Black)	10	cart.		
26	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-C (Cyan)	10	cart.		
27	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-M (Magenta)	10	cart.		
28	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-Y (Yellow)	10	cart.		
29	Ink Cartridge, HP 680 Black	12	cart.		
30	Ink Cartridge, HP 680 (Colored)	12	cart.		
31	Laminating film (250micron x 100mm x 100m)	3	roll		
32	Marker Fluorescent, 3 colors per set	10	set		
33	Marker, permanent, bullet type, point: medium, black	24	pc.		

34	Marker, Permanent, bullet type, point: medium, blue	10	pc.		
35	Note Pad, Stick On 2" x 3", 100 sheets per pad	20	pad		
36	Note Pad, Stick On 3" x 3", 100 sheets per pad	20	pad		
37	Note Pad, Stick On 3" x 4", 100 sheets per pad	20	pad		
38	Paper Clip, 33 mm, 100 pieces per box or 52 grams	20	box		
39	Paper Clip, 50 mm, 100 pieces per box or 120 grams	20	box		
40	Record Book , 300 pages, size: 214mm X 278mm min.	20	pc.		
41	Record Book , 500 pages, size: 214mm X 278mm min.	30	pc.		
42	Ribbon Cartridge, for Epson LQ-310	50	cart.		
43	Rubber Band, 70mm, min lay flat length (#18), 350 grams	10	box		
44	Rubber Band, Small # 16, 350 grams	10	box		
45	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	6	box		
46	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	6	box		
47	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	6	box		
48	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	6	box		
49	Staple Wire, Standard (leg length 6mm) 5000 staples per box	35	box		
50	Tape, Masking 48mm	6	roll		
51	Tape, Packing 48mm	12	roll		
52	Tape, Transparent 24mm	30	roll		
53	Toner Cartridge, Samsung MLT-D108S	6	cart.		
54	Toner Cartridge, Samsung MLT-203L	5	cart.		
55	Toner Cartridge, HP CF217A (HP 17A)	7	cart.		
56	HP 19A Imaging Drum CF219A	3	pc.		
57	Toner Cartridge, Pantum P2500W-(PC-210)	9	cart.		
58	Toner Cartridge, HP 49A	2	cart.		
Total Amount					

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address