

REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee for the Procurement of Goods (BAC-PG), will undertake procurement of **various office supplies 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. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- c. Item Description/ Specification :

Item No.	Item Description/Specification	Qty.	Unit	Ceiling Amount per Item
1	Ballpen, Black, 12 pcs per box	10	box	700.00
2	Ballpen, Blue, 12 pcs per box	10	box	700.00
3	Battery, AAA, Dry Cell, 2 pieces per blister pack	12	pack	1,440.00
4	Carbon Film, PE, Blue, size: 216mm x 330mm, 100 sheets	6	pack	3,600.00
5	Clip, Backfold, 50mm, 12 pieces/box	6	box	294.00
6	Clip, Backfold, 32mm, 12 pieces/box	6	box	132.00
7	Clip, Backfold, 25mm, 12 pieces/box	6	box	96.00
8	Continuous Form, 2 ply, 280 x 241 mm, 1000 sets per box	36	box	25,777.44
9	Continuous Form, 3 ply, 280 x 241 mm, 500 sets per box	36	box	20,584.80
10	Continuous Form, 4 ply, 280 x 241 mm, 500 sets per box	36	box	41,400.00
11	Data Folder, Long Vertical (Arch Lever File)	24	pc	4,800.00
12	Electric Fan, Stand Type, 16"	3	unit	3,252.00
13	Electric Fan, Wall Type, 365 mm	3	unit	3,054.00
14	Fastener, Metal, 70 MM between prongs, 50 sets per box	24	box	1,392.00
15	Fastener, Plastic 70 MM between prongs, 50 sets per box	24	box	1,080.00
16	Folder, Punchless Mechanism, Plastic, Blue	36	pc	2,340.00
17	Folder, Tagboard, for A4 size Documents, 500pcs/box	2	box	2,007.94
18	Folder, Tagboard, for Legal size Documents, 500pcs/box	3	box	3,366.21
19	Glue, Multipurpose, 130g	24	bottle	1,248.00
20	Keyboard, USB Port	6	pc	2,700.00
21	Laminating Film, 250 micron x 100 mm x 100 mm	2	roll	3,200.00
22	Marker, Permanent Fine, Black	24	pc	1,140.00
23	Marker, Permanent Fine, Blue	12	pc	570.00
24	Mouse, Optical, USB Connection Type	6	pc	766.80
25	Paper, A3 size, subs. 24, 80 gsm, imported materials, super white, Zero paper dust, long grain quality	6	ream	3,000.00
26	Paper, Board, Long, White, 180gsm, 10 sheets per pack	12	pack	936.00
27	Paper Clip, Vinyl, Plastic Coat, 48 mm min	12	box	180.00

28	Paper Clip, Vinyl, Plastic Coat, 32 mm min	12	box	96.00
29	Pencil, HB Eberhard Faber #2, 12 pcs per box	12	box	1,080.00
30	Peerless Box (original), 24" x 15" x 11"	300	pc	39,000.00
31	Puncher, Paper, Heavy Duty with 2 hole guide, 1 pc in individual box	6	pc	768.00
32	Ribbon, for Manual Typewriter, Nylon, Black	50	pc	900.00
33	Ring Binder, 12.7mm (½ x 44"), Plastic, 80 rings	6	pc	72.00
34	Ring Binder, 15mm (⅝ x 44"), Plastic, 80 rings	6	pc	90.00
35	Ring Binder, 19mm (¾ x 44"), Plastic, 80 rings	6	pc	102.00
36	Ring Binder, 25mm (1 x 44"), Plastic, 80 rings	6	pc	120.00
37	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip, 12 pcs per box	12	box	4,320.00
38	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip, 12 pcs per box	12	box	4,320.00
39	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip, 12 pcs per box	6	box	2,280.00
40	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip, 12 pcs per box	6	box	2,280.00
41	Sign Pen, Black, 1.0 Ink Colour Gel Impact, 12 pcs per box	4	box	1,920.00
42	Sign Pen, Blue, 1.0 Ink Colour Gel Impact, 12 pcs per box	4	box	1,920.00
43	Stamp Pad Ink, Purple or Violet, 50 ml	12	bottle	840.00
44	Stapler, Standard Type with Remover, HD 50/50R	6	pc	1,620.00
45	Sticker Paper, A4, Inkjet Friendly	24	pack	1,200.00
46	Toner Cart, BROTHER TN-3320	12	cart	52,320.00
47	Toner Cart, BROTHER TN-2130	12	cart	33,600.00
48	Toner Cart for Fax Machine, BROTHER 2580, TN-2260	12	cart	43,200.00
49	Drum for Fax Machine, BROTHER 2580, DR-2255	2	pc	6,800.00
50	Drum for Printer HL 5450DN & HL 6180DW, DR 3355	2	pc	8,000.00
51	Ribbon Cart, EPSON 680 PRO (S005508/S015016)	36	cart	17,280.00
52	Inkjet Cart, HP C6615DA, HP 15	12	cart	19,128.00
53	Inkjet Cart, HP60, Black	24	cart	17,280.00
54	Inkjet Cart, HP60, Tricolor	12	cart	10,140.00
55	Inkjet Cart, HP96, Black	12	cart	22,800.00
56	Inkjet Cart, HP 932, Black	6	cart	5,700.00
57	Inkjet Cart, HP 933, Cyan	4	cart	3,800.00
58	Inkjet Cart, HP 933, Yellow	4	cart	3,800.00
59	Inkjet Cart, HP 933, Magenta	4	cart	3,800.00
60	Toner Cart, SAMSUNG, D203L, Black	12	cart	58,800.00
61	Toner Cart, SAMSUNG MLT-D105L, Black	10	cart	27,040.00
62	Toner Cart, SAMSUNG MLT-D108S, Black	6	cart	17,676.00
63	Inkjet for Printer, EPSON L220, 664 Magenta	10	bottle	4,000.00
64	Inkjet for Printer, EPSON L220, 664 Cyan	10	bottle	4,000.00
65	Inkjet for Printer, EPSON L220, 664 Yellow	10	bottle	4,000.00
66	Inkjet for Printer, EPSON L220, 664 Black	10	bottle	4,000.00
67	Inkjet for Printer HP 3835, HP680, Black	24	cart	13,200.00
68	Inkjet for Printer HP 3835, HP680, Tri-color	24	cart	13,200.00
69	Cart for Printer Laserjet 5200n, HP 7516AC, Black	4	cart	68,000.00
70	Cart for Printer Laserjet 5550n, HP 9730A, Black	4	cart	72,000.00
71	Ink Cart, HP C7115A, HP 15A, Black	2	cart	3,726.00
72	Inked Ribbon Cartridge, CE-315150, Black (for Time Machine Recorder)	12	cart	9,000.00

Interested suppliers may quote on any or all of the items enumerated above. All items quoted shall be lower than the given ceiling amount. Quotations received in excess of the Approved Budget for the Contract (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 : **Php 738,975.19**
the Contract (ABC)
- f. Source of Fund : **PPA Corporate Funds**

2. The duly accomplished **Price Quotation Form (Annex "A")** shall be submitted in a sealed envelope by mail, courier or hand carried to the BAC-PG on or before **9:00 a.m. of March 10, 2017** at the **Port Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

RESTITUTO S. SEBOLLENA
Chairperson, BAC-PG
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

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. The project shall be awarded to the bidder determined to be the Lowest Calculated and Responsive Quotation. The winning bidder shall furnish the BAC a **CERTIFIED TRUE COPY** of its valid and current documents before issuance of Notice of Award, to wit:
 - a) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Economic Zones or Areas; and
 - b) PhilGEPS Certificate of Registration.
7. A warranty security shall be required from the contract awardees for a minimum period of three (3) months except for a minimum period of one (1) year for Item Nos. 12 and 13 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.
8. 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.
9. For the information, you may contact **Mr. Gilbert N. Rivera**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.

(Signed)
RESTITUTO S. SEBOLLENA
Chairperson, BAC-PG

Price Quotation Form

Date: _____

RESTITUTO S. SEBOLLENA

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

Dear Mr. Sebolleña,

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 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.

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6	Clip, Backfold, 32mm, 12 pieces/box	6	box		
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72	Inked Ribbon Cartridge, CE-315150, Black (for Time Machine Recorder)	12	cart		

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