



## 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-005B-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	Battery, AA, 2 pcs. per blister pack, Alkaline, 1.5 volts, 15.0-23.0 grams, Operating Temp: -18 to 55 degree celcius, No Added	24	pk	56.00	1,344.00
2	Copy Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24	178	rm	265	47,170.00
3	Typewriter Ribbon, Manual, Black (12 pcs. per box)	10	box	500	5,000.00
4	Toner Cartridge, Pantum P2500W-(PC-210)	6	crt	4,600.00	27,600.00
5	Toner Cartridge, Samsung MLT-D108S	5	crt	3,700.00	18,500.00
6	Toner Cartridge, HP CF217A (HP 17A)	2	crt	3,900.00	7,800.00
7	Drum Cartridge HP Laserjet Imaging Drum 19A CF219A	2	crt	4,400.00	8,800.00
8	Tape, Transparent, Width: 48mm, Usable Length: 50 meters	6	rl	53.00	318.00
9	Tape, Transparent, Width: 24mm, Usable Length: 50 meters	10	rl	30.00	300.00
10	Tape, Packaging, Width: 48mm, Usable Length: 50 meters	8	rl	53.00	424.00
11	Tape, Masking, Width: 48mm, Usable Length: 50 meters	6	rl	73.00	438.00
12	Sticker Paper A4 Matt (1x10)	12	pk	67.00	804.00
13	Staple Wire, Standard (leg length 6mm) 5000 staples per box	30	box	45.00	1,350.00
14	Hi Techpoint V10 Grip, Black (12's)	2	box	1,185.00	2,370.00
15	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	8	box	365.00	2,920.00
16	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	16	box	365.00	5,840.00
17	Record Book, 500 pages, size: 214mm x 278mm min	20	pc	150.00	3,000.00
18	Punchless Folder with Mechanism, Long (Color: Blue)	10	pc	120.00	1,200.00
19	Plastic Twine (approximately 1kg)	7	rl	113.00	791.00
20	Pencil #2 (12's)	5	box	104.00	520.00
21	Paper Clip, 50mm, 100 pieces per box or 52 grams	5	box	35.00	175.00
22	Paper Clip, 33mm, 100 pieces per box or 52 grams	5	box	19.00	95.00
23	Marker, permanent, bullet type, point: medium, black	8	pc	32.00	256.00
24	Ink Cartridge, Epson 6641 Black	15	crt	358.00	5,370.00
25	Ink Cartridge, Hp 680 (Colored)	6	crt	727.00	4,362.00

**PORT MANAGEMENT OFFICE - BATANGAS**

Administration Building, Port Access Road,  
Calicanto, Batangas City 4200 Philippines

Tel. No.: (043) 722.2429 / (043) 723.0164 Fax No.: (043) 723.0164

Email: ppa\_batangas@yahoo.com

BAC-BGS-005B-2021

26	Ink Cartridge, Hp 680 Black	6	crt	727.00	4,362.00
27	Fastener, Metal 70mm between prongs, 50 sets per box	20	box	69.00	1,380.00
28	Fastener, Plastic 70mm between prongs, 50 sets per box	20	box	53.00	1,060.00
29	Copy Paper, A3 size subs, 24 80gsm imported materials superwhite zero paper dust, long grain quality	6	rm	540.00	3,240.00
30	Copy Paper, (Multi Copy) A4, 210mm x 297 xx, 80 gsm subs 24	170	rm	245.00	41,650.00
31	Battery, AAA, 2pcs. per blister pack, Alkaline, 1.5 volts, 9.7-11.5 grams, Operating Temp: -18 to 55 degree celcius, No added mercury and cadmium	24	pk	64.00	1,536.00
<b>Total Amount</b>					<b>199,975.00</b>

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.

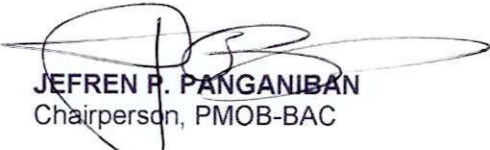
- d. Delivery Period : Within **TWENTY (20)** calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.
- e. Approved Budget for : **Php 199,975.00**  
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 an envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 01 June 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.

- 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
- 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.
- 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.
- 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.
- 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.
- 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	Battery, AA, 2 pcs. per blister pack, Alkaline, 1.5 volts, 15.0-23.0 grams, Operating Temp: -18 to 55 degree celcius, No Added	24	pk		
2	Copy Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24	178	rm		
3	Typewriter Ribbon, Manual, Black (12 pcs. per box)	10	box		
4	Toner Cartridge, Pantum P2500W-(PC-210)	6	crt		
5	Toner Cartridge, Samsung MLT-D108S	5	crt		
6	Toner Cartridge, HP CF217A (HP 17A)	2	crt		
7	Drum Cartridge HP Laserjet Imaging Drum 19A CF219A	2	crt		
8	Tape, Transparent, Width: 48mm, Usable Length: 50 meters	6	rl		
9	Tape, Transparent, Width: 24mm, Usable Length: 50 meters	10	rl		
10	Tape, Packaging, Width: 48mm, Usable Length: 50 meters	8	rl		
11	Tape, Masking, Width: 48mm, Usable Length: 50 meters	6	rl		
12	Sticker Paper A4 Matt (1x10)	12	pk		
13	Staple Wire, Standard (leg length 6mm) 5000 staples per box	30	box		
14	Hi Techpoint V10 Grip, Black (12's)	2	box		
15	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	8	box		
16	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	16	box		
17	Record Book, 500 pages, size: 214mm x 278mm min	20	pc		
18	Punchless Folder with Mechanism, Long (Color: Blue)	10	pc		
19	Plastic Twine (approximately 1kg)	7	rl		
20	Pencil #2 (12's)	5	box		
21	Paper Clip, 50mm, 100 pieces per box or 52 grams	5	box		
22	Paper Clip, 33mm, 100 pieces per box or 52 grams	5	box		
23	Marker, permanent, bullet type, point: medium, black	8	pc		
24	Ink Cartridge, Epson 6641 Black	15	crt		
25	Ink Cartridge, Hp 680 (Colored)	6	crt		
26	Ink Cartridge, Hp 680 Black	6	crt		

27	Fastener, Metal 70mm between prongs, 50 sets per box	20	box		
28	Fastener, Plastic 70mm between prongs, 50 sets per box	20	box		
29	Copy Paper, A3 size subs, 24 80gsm imported materials superwhite zero paper dust long grain quality	6	rm		
30	Copy Paper, (Multi Copy) A4, 210mm x 297 xx, 80 gsm subs 24	170	rm		
31	Battery, AAA, 2pcs. per blister pack, Alkaline, 1.5 volts, 9.7-11.5 grams, Operating Temp: -18 to 55 degree celcius, No added mercury and cadmium	24	pk		
<b>Total Amount</b>					

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