

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 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. : **RFQ-13-RIS-15620**
- 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	Arch Lever File (Legal), H-35cm; W-28.5cm; Thickness-8cm; Vertical (Color: Red-30; Blue-20)	50	pc	130.00	6,500.00
2	Arch Lever File (Legal), H-35cm; W-28.5cm; Thickness-5.5cm; Vertical (Color: Red)	30	pc	130.00	3,900.00
3	Arch Lever File (Legal), H-24cm; W-39.5cm; Thickness-8.5cm; Horizontal (Color: Red)	20	pc	130.00	2,600.00
4	Ballpen, Retractable, Black (12 pcs per box)	15	box	60.00	900.00
5	Ballpen, Retractable Blue (12 pcs per box)	15	box	60.00	900.00
6	Battery 9 volts	10	pc	200.00	2,000.00
7	Carbon Paper , Permafilm Legal Size, Blue (100 sheets per box)	10	pack	780.00	7,800.00
8	Carbon Paper , Permafilm Legal Size, Black (100 sheets per box)	10	pack	790.00	7,900.00
9	Columnar Notebook, 24 columns (50 sheets)	20	pc	75.00	1,500.00
10	Columnar Notebook, 12 columns (50 sheets)	10	pc	42.00	420.00
11	Compact Disc, Rewritable 700mb/80min with case	20	pc	70.00	1,400.00
12	Compact Disc, Recordable 700mb/80min with case	20	pc	70.00	1,400.00
13	Computer Keyboard USB port	5	unit	650.00	3,250.00
14	Continuous Form, 3ply, 280mm X 241mm, carbonless, thickness - 0.062mm min. each sheet (500 sets per box)	20	box	1,700.00	34,000.00
15	Continuous Form, 4ply, 280mm X 241mm, carbonless, thickness - 0.062mm min. each sheet (500 sets per box)	50	box	2,000.00	100,000.00
16	Paper, Specialty Board Color: White, Size: 8 1/2 x 13, 220 GSM (10 sheets per pack)	10	pack	55.00	550.00
17	Bond Paper (Texture-Laid, Ultra White) long 100GSM (10 sheets per pack)	20	pack	431.25	8,625.00
18	Copy Paper, A3 size subs. 24 80gsm imported materials superwhite zero paper dust, long grain quality	6	reams	630.00	3,780.00
19	Correction Tape (5mm x 6m)	36	pc	36.00	1,296.00
20	Cutter Knife, Heavy Duty , NT Model L-500G	10	unit	350.00	3,500.00
21	Data File Box, Horizontal, Legal (Double) with Divider (Color: Navy Blue) Dimension: 24cm x 24cm x 40 cm	20	pc	280.00	5,600.00
22	Dater Stamp (dd/mm/yyyy)	10	pc	70.00	700.00
23	DVD, Rewritable 700mb/80min with case	10	pc	70.00	700.00
24	DVD, Recordable 700mb/80min with case	10	pc	70.00	700.00
25	External HD, 1TB	2	pc	4,500.00	9,000.00
26	Glue, 130g. Multi purpose glue	30	bottle	70.00	2,100.00
27	Fastener Plastic , Color/70mm between prongs (50 sets per box)	30	box	36.00	1,080.00
28	Fastener, Metal Long	10	box	85.00	850.00

29	Flash Drive 16 GB	12	pc	400.00	4,800.00
30	Laminating film (250micron x 100mm x 100m)	2	roll	520.00	1,040.00
31	Marker, Permanent, bullet type, point: medium, blue	12	pc	43.50	522.00
32	Marker, Whiteboard Blue	10	pc	57.00	570.00
33	Notepad, Stick-on 3x3, 100 sheets per pad	30	pad	36.50	1,095.00
34	Paper Clip, 33 mm, 100 pieces per box or 52 grams	20	box	15.00	300.00
35	Peerless Box (Original) 24"x15"x11"	150	pc	195.00	29,250.00
36	Pencil #2 (12 pcs per box)	5	box	102.00	510.00
37	Point Gel Pen Black 1.0 (12 pcs per box)	3	box	1,020.00	3,060.00
38	Push Pin, plastic/metal, 2.5cm, (50 pcs. per pack)	5	pack	35.00	175.00
39	Rubber Band, Small # 16, 350 grams	5	box	240.00	1,200.00
40	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	12	box	336.00	4,032.00
41	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	12	box	336.00	4,032.00
42	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	12	box	336.00	4,032.00
43	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	12	box	336.00	4,032.00
44	Scissor (heavy Duty), Stainless Steel, Size: 8.5 inch	10	unit	85.00	850.00
45	Sticker Paper A4 Matt (1x10) (10 sheets per pack)	12	pack	45.00	540.00
46	Stamp Pad Felt, bed dimension: 60mm x 100mm	10	pc	85.00	850.00
47	Tape Packaging, width: 48 mm	25	roll	80.00	2,000.00
48	Tape Transparent, width: 24mm	36	roll	16.00	576.00
49	Ink Cartridge, HP Laserjet 1320, 49A, Black	2	cart	5,000.00	10,000.00
50	Ink Cartridge for Brother MFC-J3930DW (LC3619XL), Black	7	cart	2,100.00	14,700.00
51	Ink Cartridge for Brother MFC-J3930DW (LC3619XL-C), Cyan	7	cart	1,800.00	12,600.00
52	Ink Cartridge for Brother MFC-J3930DW (LC3619XL-M), Magenta	7	cart	1,800.00	12,600.00
53	Ink Cartridge for Brother MFC-J3930DW (LC3619XL-Y), Yellow	7	cart	1,800.00	12,600.00
54	Toner Cartridge for Pantum P 2500W, PC-210	12	cart	4,100.00	49,200.00
55	Drum Cartridge ,Brother DR 2130	2	drum	2,200.00	4,400.00
56	Drum Cartridge , Brother DR-3355	2	drum	5,500.00	11,000.00
57	Ribbon Cartridge, FX-2190, S015327	5	cart	600.00	3,000.00
58	Ribbon Cartridge, LQ-310, S015639/S015634	15	cart	240.00	3,600.00
59	Ribbon Cartridge for OKI Microline Dotmatrix 5721/5791	10	cart	2,800.00	28,000.00
60	Ribbon Cartridge Epson C13S015531 (S015086), Black (LQ 2190)	5	cart	1,200.00	6,000.00
61	Ink Cartridge for HP Laserjet 5200n Black, (Q7516AC)	1	cart	5,000.00	5,000.00
62	HP 19A Imaging Drum CF219A	2	drum	4,000.00	8,000.00
63	Toner Cart, HP CB435A, Black	3	cart	3,000.00	9,000.00
64	Toner Cartridge, HP CF217A (HP 17 A)	5	cart	3,800.00	19,000.00
65	Inked Ribbon Cartridge (Single Color), CE-315150 (for Time Machine)	10	cart	1,500.00	15,000.00
66	Toner Cart, HP CE 285A (HP 85A) Black	2	cart	3,700.00	7,400.00
67	Ribbon for Manual Typewriter, Nylon, Black	5	boxes	300.00	1,500.00
Total Amount					509,017.00

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 : **Php 509,017.00**
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

14 August 2020 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**.

(Signed)

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 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	Arch Lever File (Legal), H-35cm; W-28.5cm; Thickness-8cm; Vertical (Color: Red-30; Blue-20)	50	pc		
2	Arch Lever File (Legal), H-35cm; W-28.5cm; Thickness-5.5cm; Vertical (Color: Red)	30	pc		
3	Arch Lever File (Legal), H-24cm; W-39.5cm; Thickness-8.5cm; Horizontal (Color: Red)	20	pc		
4	Ballpen, Retractable, Black (12 pcs per box)	15	box		
5	Ballpen, Retractable Blue (12 pcs per box)	15	box		
6	Battery 9 volts	10	pc		
7	Carbon Paper , Permafilm Legal Size, Blue (100 sheets per box)	10	pack		
8	Carbon Paper , Permafilm Legal Size, Black (100 sheets per box)	10	pack		
9	Columnar Notebook, 24 columns (50 sheets)	20	pc		
10	Columnar Notebook, 12 columns (50 sheets)	10	pc		
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12	Compact Disc, Recordable 700mb/80min with case	20	pc		
13	Computer Keyboard USB port	5	unit		
14	Continuous Form, 3ply, 280mm X 241mm, carbonless, thickness - 0.062mm min. each sheet (500 sets per box)	20	box		
15	Continuous Form, 4ply, 280mm X 241mm, carbonless, thickness - 0.062mm min. each sheet (500 sets per box)	50	box		
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66	Toner Cart, HP CE 285A (HP 85A) Black	2	cart		
67	Ribbon for Manual Typewriter, Nylon, Black	5	boxes		
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