



## 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-22-RIS-21220**
- 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	120.00	6,000.00
2	Arch Lever File (Legal), H-35cm; W-28.5cm; Thickness-5.5cm; Vertical (Color: Red)	30	pc	120.00	3,600.00
3	Arch Lever File (Legal), H-24cm; W-39.5cm; Thickness-8.5cm; Horizontal (Color: Red)	20	pc	120.00	2,400.00
4	Battery AAA, Dry Cell, 2 pieces per blister pack	36	pack	115.00	4,140.00
5	Battery AA, Dry Cell, 2 pieces per blister pack	36	pack	86.00	3,096.00
6	Ballpen, Retractable Black (12 pcs per box)	10	box	60.00	600.00
7	Ballpen, Retractable Blue (12 pcs per box)	10	box	60.00	600.00
8	Continuous Form 3 Ply , 280 mm X 241mm, carbonless, thickness- 0.062mm min. each sheet (500 sets per box)	100	box	1,050.00	105,000.00
9	Continuous Form 4 Ply , 280 mm X 241mm, carbonless, thickness-0.062mm min. each sheet (500 sets per box)	100	box	1,300.00	130,000.00
10	Calculator, dual power supply, DH-12 , 12 digits	10	pc	900.00	9,000.00
11	Data File Box, Horizontal, Legal (Double) with Divider (Color: Navy Blue) Dimension: 24cm x 24cm x 40 cm	50	pc	230.00	11,500.00
12	DVD Rewritable 700 mb/80min with case	20	pc	65.00	1,300.00
13	DVD Recordable 700 mb/80min with case	20	pc	40.00	800.00
14	Envelope, A4 Size (Brown) 500 pcs. per box	1	box	1,100.00	1,100.00
15	Envelope, legal size (Brown) 500 pcs per box	1	box	1,450.00	1,450.00
16	Fastener Metal, non-sharp edges, 70mm between prongs (50 sets per box)	30	box	45.00	1,350.00
17	Fastener Plastic , Color/70mm between prongs (50sets per box)	30	box	32.00	960.00
18	Folder with Tab, for A4 documents (100 pcs. Per pack)	1	pack	375.00	375.00
19	Folder with Tab, for Legal size documents (100 pcs. Per pack)	1	pack	400.00	400.00
20	Laminating Film (250 micron x 100mm x 100m)	2	pc	850.00	1,700.00
21	Paper Clip, 50 mm, 100 pieces per box or 120 grams	10	box	21.00	210.00
22	Paper, Multi-Purpose, 70 GSM size: 210 mm x 297 mm, A4	100	ream	200.00	20,000.00
23	Paper, Multi Copy, 80 GSM size: 210 mm x 297 mm (A4)	100	ream	225.00	22,500.00
24	Paper, Multi Copy, 80 GSM size: 216 mm x330 mm (Legal)	150	ream	260.00	39,000.00
25	Peerless Box (Original) 24"x15"11"	150	pc	157.00	23,550.00
26	Philippine Flag 4 ft X 8ft	10	pc	2,050.00	20,500.00
27	Plastic Twine (approximately 1 kg)	10	roll	83.00	830.00

28	Puncher, Paper, (Heavy Duty), with two hole guide, Diameter of Hole: 7mm (approx.), Punching Capacity: 30 sheets of 70gsm Multipurpose Paper	5	unit	850.00	4,250.00
29	Ruler Plastic 12"	12	pc	22.50	270.00
30	Point Gel Black 0.7 (12 pcs per box)	3	box	1,020.00	3,060.00
31	Sign Pen Black liquid/gel ink 0.5mm needle tip (12 pcs per box)	20	box	276.00	5,520.00
32	Sign Pen Blue liquid/gel ink 0.5mm needle tip (12 pcs per box)	20	box	276.00	5,520.00
33	Sign Pen Black liquid/gel ink 0.7mm needle tip (12 pcs per box)	20	box	276.00	5,520.00
34	Sign Pen Blue liquid/gel ink 0.7mm needle tip (12 pcs per box)	20	box	276.00	5,520.00
35	Stamp Pad Ink (Purple), 50 ml	50	bottle	83.00	4,150.00
36	Stapler with Remover HD 50-R	10	pc	410.00	4,100.00
37	Staple Wire Standard, (leg length 6mm) 5000 staples per box	100	box	47.00	4,700.00
38	Tape Double Sided foamed, 3/4 inch, 10 yards	20	roll	76.50	1,530.00
39	Tape Double Sided, 1/2 inch x 25 yards, transparent	20	roll	10.00	200.00
40	Tape Transparent, width: 48mm	25	roll	55.00	1,375.00
41	Drum Cartridge Brother DR 3355	2	pc	5,000.00	10,000.00
42	HP 19A Imaging Drum CF219A	5	cart	4,000.00	20,000.00
43	Ink Cartridge for Brother MFC J3930DW (LC3619XL) , Black	7	cart	2,330.00	16,310.00
44	Ink Cartridge for Brother MFC J3930DW (LC3619XL) , Cyan	7	cart	1,700.00	11,900.00
45	Ink Cartridge for Brother MFC J3930DW (LC3619XL) , Magenta	7	cart	1,700.00	11,900.00
46	Ink Cartridge for Brother MFC J3930DW (LC3619XL) , Yellow	7	cart	1,700.00	11,900.00
47	Ink Cartridge for Epson L310-C13T664100 (T6641) Black	40	cart	343.00	13,720.00
48	Ink Cartridge for Epson L310-C13T664200 (T6642) Cyan	20	cart	343.00	6,860.00
49	Ink Cartridge for Epson L310-C13T664300 (T6643) Magenta	20	cart	343.00	6,860.00
50	Ink Cartridge for Epson L310-C13T664400 (T6644) Yellow	20	cart	343.00	6,860.00
51	Ink Cartridge for HP 3835 Printer (HP 680 Colored)	15	pc	546.00	8,190.00
52	Ink Cartridge for HP 3835 Printer (HP 680 Black)	15	pc	546.00	8,190.00
53	Ink Cartridge for HP Laserjet 5200n Black Q7516AC	2	cart	4,900.00	9,800.00
54	Toner Cart, Brother TN 3320, Black	6	cart	3,000.00	18,000.00
55	Toner Cart, Samsung MLT-D203L, Black	20	cart	4,500.00	90,000.00
56	Toner Cartridge HP CF217A (HP 17A)	5	cart	2,900.00	14,500.00
57	Toner Cartridge HP CE 285A (HP 85A) Black	8	pc	1,995.00	15,960.00
58	Toner Cartridge HP CB435A Black	10	cart	1,995.00	19,950.00
59	Ribbon Cartridge LQ 310	20	pc	200.00	4,000.00
60	Ribbon Cartridge, LX-310, S015632	20	cart	165.00	3,300.00
61	Inked Ribbon Cartridge (Single Color), CE-315150 (for Time Machine)	10	cart	1,500.00	15,000.00
62	Ribbon for Manual Typewriter, Nylon, Black	10	box	300.00	3,000.00
<b>Total Amount</b>					<b>783,876.00</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.

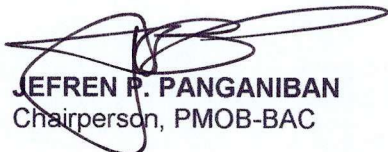
- d. Delivery Period : Within **TWENTY (20)** calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.
- e. Approved Budget for : **Php 783,876.00**  
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 to the PMOB-BAC on or before **9:00 a.m. of 19 November 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**.

  
**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		
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14	Envelope, A4 Size (Brown) 500 pcs. per box	1	box		
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62	Ribbon for Manual Typewriter, Nylon, Black	10	box		
<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*