



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 for use of COA personnel** 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 COA personnel**
- b. Reference No. : **RFQ-23-PR-BAT-1148-20**
- 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	HP Laser Jet P1102, 85A Ink Cartridge	3	PC	1,995.00	5,985.00
2	Paper, Multicopy, 80 gsm, A4	10	PRM	170.56	1,705.60
3	Twine, Plastic	2	RL	58.24	116.48
4	Stamp Pad Ink, purple or violet, 50ml (min.)	2	BOT	31.52	63.04
5	HP 704 Colored Ink	6	PC	366.08	2,196.48
6	HP 704 Black Ink	6	PC	366.08	2,196.48
7	HP 678 Ink Advance Tri colour	6	PC	366.08	2,196.48
8	HP 678 Ink Advance Black	6	PC	366.08	2,196.48
9	Notepad, stick-on, 3x4	6	PAD	59.28	355.68
10	Notepad, stick-on, 3x3	6	PAD	47.73	286.38
11	Notepad, stick-on, 2x3	6	PAD	37.06	222.36
12	Staple remover, plier type	3	PC	24.90	74.70
13	Fastener, Metal, 70mm	6	BOX	83.41	500.46
14	Paper Clip, 50 mm	6	BOX	17.14	102.84
15	Paper Clip, 33 mm	6	BOX	7.76	46.56
16	Pencil, lead with eraser	2	BOX	20.79	41.58
17	Tape, Transparent, width: 24 mm	20	RL	10.09	201.80
18	Tape, Packing, width: 48 mm	20	RL	19.97	399.40
19	Sign Pen, Black, liquid/gel ink 0.5mm needle tip	6	PC	34.61	207.66
20	Record Book, 500 sheets	2	PC	101.92	203.84
21	Envelope, documentary legal	1	BOX	927.16	927.16
22	Folder, L-Type, Legal Paper	1	BND	311.88	311.88
23	Folder, L-Type, A4 Paper	1	BND	270.40	270.40
24	Paper, Multicopy, 80 gsm, Legal	10	RM	181.42	1,814.20
25	Peerless Box	40	PC	106.25	4,250.00
Total Amount					26,872.94

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.

Port Management Office of 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

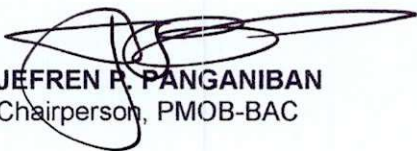
- e. Approved Budget for : **Php 26,872.94**
the Contract (ABC)
- f. Source of Fund : **PPA Corporate Funds**

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 COA Personnel**" 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	HP Laser Jet P1102, 85A Ink Cartridge	3	PC		
2	Paper, Multicopy, 80 gsm, A4	10	PRM		
3	Twine, Plastic	2	RL		
4	Stamp Pad Ink, purple or violet, 50ml (min.)	2	BOT		
5	HP 704 Colored Ink	6	PC		
6	HP 704 Black Ink	6	PC		
7	HP 678 Ink Advance Tri colour	6	PC		
8	HP 678 Ink Advance Black	6	PC		
9	Notepad, stick-on, 3x4	6	PAD		
10	Notepad, stick-on, 3x3	6	PAD		
11	Notepad, stick-on, 2x3	6	PAD		
12	Staple remover, plier type	3	PC		
13	Fastener, Metal, 70mm	6	BOX		
14	Paper Clip, 50 mm	6	BOX		
15	Paper Clip, 33 mm	6	BOX		
16	Pencil, lead with eraser	2	BOX		
17	Tape, Transparent, width: 24 mm	20	RL		
18	Tape, Packing, width: 48 mm	20	RL		
19	Sign Pen, Black, liquid/gel ink 0.5mm needle tip	6	PC		
20	Record Book, 500 sheets	2	PC		
21	Envelope, documentary legal	1	BOX		
22	Folder, L-Type, Legal Paper	1	BND		
23	Folder, L-Type, A4 Paper	1	BND		
24	Paper, Multicopy, 80 gsm, Legal	10	RM		
25	Peerless Box	40	PC		
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