



**PHILIPPINE PORTS
AUTHORITY**

Port Management Office of Batangas

PPA ADMINISTRATION BUILDING, PORT ACCESS ROAD, CALICANTO, BATANGAS CITY 4200, PHILIPPINES
TEL. NOS. (063) (43) 723-4293, 723-8704, 723-8705, 723-8706, 723-7716, 723-9173, 723-1701, 723-7896, 723-6602, 722-2429

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000-352-232-027 VAT

ISO 9001:2008 CERTIFIED

by TÜV Rheinland Phils. Inc.

Facilitation of Vessel Entrance and Clearance Process

CERTIFICATION No. 01 100 106294

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 and Consultancy and other Services (BAC-PGCS), 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	Arch Lever Files 14"x11"x2" , Vertical (Ring Binder) , Legal Size	50	pcs	10,000.00
2	Arch Lever Files 14"x11"x2" , Horizontal (Ring Binder), Legal Size	50	pcs	10,000.00
3	Ballpen Black, 12 pcs per box	30	boxes	2,100.00
4	Ballpen Blue, 12 pcs per box	30	boxes	2,100.00
5	Battery AA, Heavy duty (2's)	36	pack	3,600.00
6	Battery AAA, Dry Cell, 2 pieces per blister pack	36	pack	4,320.00
7	Ring Binder 12.7 mm (1/2 x 44") plastic 80 rings	36	pcs	540.00
8	Ring Binder 25mm (1 x 44") plastic 80 rings	36	pcs	720.00
9	Ring Binder 15mm x (5/8 x 44 ") plastic 80 rings	36	pcs	612.00
10	Ring Binder 19 mm (3/4x44"), plastic, 80 rings	36	pcs	648.00
11	Paper, Board Long White, 180 gsm, 10 sheets per pack	40	pack	3,600.00
12	Paper, Multi Copy 80 GSM (Legal)	200	reams	59,000.00
13	Paper, Multi Copy 80 GSM (A4)	200	reams	40,000.00
14	Paper, Multi Purpose 70 GSM (A4)	200	reams	40,000.00
15	Paper, Multi Purpose 70 GSM (Legal)	200	reams	46,000.00
16	Data Filing Box (Double)	50	pcs	10,000.00
17	Data Filing Box (Single)	50	pcs	7,500.00
18	Compact Disc RW	30	pcs	2,700.00
19	Compact Disc Recordable	30	pcs	1,800.00
20	DVD Recordable	30	pcs	1,800.00
21	HP 97 (Colored)	10	cart	20,000.00
22	HP 96 (Black)	10	cart	19,000.00
23	HP 60 Black	10	cart	8,000.00
24	HP 60 Tri Color	10	cart	9,500.00
25	Inkjet for Printer HP3835, HP 680, Black	5	cart	3,000.00
26	HP C9730A Black (Laserjet 5550 DN)	1	cart	18,000.00
27	HP C9731A Cyan	1	cart	18,000.00

VISION

"By 2020, PPA shall have provided port services of global standards"

MISSION

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government
2. Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding values to the country's image and reputation.

28	HP C9732A Yellow	1	cart	18,000.00
29	HP C9733A Magenta	1	cart	18,000.00
30	HP 35A (HP Laserjet P1006)	8	cart	23,200.00
31	Brother HL 5350 DN TN 3250	3	cart	11,400.00
32	Brother HL 5450 DN TN 3320	10	cart	37,000.00
33	HP C285A (HP 85A)	6	cart	23,400.00
34	HP C6578DA, HP 78, Tri Color	3	cart	5,400.00
35	Drum Unit, HL 5450 DN, HL 6180DW, DR3355	4	pcs	16,000.00
36	Computer Ribbon LQ 2190	36	cart	32,400.00
37	Computer Ribbon Epson LQ 680 Pro	36	cart	16,200.00
38	Computer Ribbon Epson LX 310	36	cart	3,600.00
39	Flash Drive 16 GB	30	pcs	10,500.00
40	Continuous Form 2 ply ,280 x 241 mm, 500 sets per box , Carbonless	30	boxes	24,000.00
41	Continuous Form 3 ply ,280 x 241 mm, 500 sets per box , Carbonless	30	boxes	27,000.00
42	Continuous Form 4 ply ,280 x 241 mm, 500 sets per box , Carbonless	30	boxes	30,000.00
43	Correction Tape	24	pcs	1,200.00
44	Eraser for Pencil Big	24	pcs	720.00
45	Peerless Box (original) 24" x 15" x11"	200	pcs	26,000.00
46	Pencil	20	boxes	1,800.00
47	Plastic Twine	10	roll	750.00
48	Philippine Flag 5' x 10'	12	pcs	24,000.00
49	Folder, Tagboard for Legal size Documents, 100 pcs/pack	5	pack	6,000.00
50	Folder, Tagboard for A4 size Document , 100 pcs/ pack	3	pack	3,000.00
51	Laminating Film (250micronx100mmx100m)	2	roll	3,200.00
52	Record Book 500 pages	20	pcs	1,800.00
53	Record Book 300 pages	20	pcs	1,600.00
54	Marker , Permanent Bullet type black	20	pcs	960.00
55	Marker , Permanent Bullet type blue	20	pcs	960.00
56	Optical Mouse , USB Connection Type	12	pcs	2,400.00
57	Stamp Pad , felt, bed dimension: 60mmx100mm	24	pcs	1,200.00
58	Stamp Pad Ink (Purple)	48	bottle	1,680.00
59	Ribbon for Manual Typewriter Nylon, Black (12 pcs)	10	boxes	2,900.00
60	Rubber Band Small	10	boxes	1,200.00
61	Staple Wire , Standard # 35	50	boxes	2,750.00
62	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip, 12 pcs per box	15	boxes	5,400.00
63	Sign Pen, Blue , liquid/gel ink, 0.5mm needle tip, 12 pcs per box	15	boxes	5,400.00
64	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip, 12 pcs per box	15	boxes	5,700.00
65	Sign Pen, Blue , liquid/gel ink, 0.7mm needle tip, 12 pcs per box	15	boxes	5,700.00
66	Tape, Double Sided 1/2 x 30m	10	roll	600.00
67	Tape Transparent 24 mm	36	roll	1,080.00
68	Thermal Paper , 216mm x 30M	30	roll	3,000.00

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 749,640.00**
the Contract (ABC)


f. Source of Fund : **PPA Corporate Funds**

2. The duly accomplished **Price Quotation Form (Annex "A")** and **Omnibus Sworn Statement Form (Annex "B")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's/Business permit; b) Valid

PhilGEPS Certificate of Registration or Printout of Organization Information page indicating **PhilGEPS Registration Number**; and c) Latest income/Business Tax Return shall be submitted in a sealed envelope by mail, courier or hand carried to the BAC-PGCS on or before **9:00 a.m. of November 20, 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-PGCS
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. 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 **Jocelyn P. Boongaling**, Head, BAC Secretariat at Telephone No. **(043) 723-9173**.


RESTITUTO S. SEBOLLENA
Chairperson, BAC-PGCS

Price Quotation Form

Date: _____

RESTITUTO S. SEBOLLENA

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

Dear Mr. Sebollena,

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 Price	Amount
1	Arch Lever Files 14"x11"x2" , Vertical (Ring Binder) , Legal Size	50	pcs		
2	Arch Lever Files 14"x11"x2" , Horizontal (Ring Binder), Legal Size	50	pcs		
3	Ballpen Black, 12 pcs per box	30	boxes		
4	Ballpen Blue, 12 pcs per box	30	boxes		
5	Battery AA, Heavy duty (2's)	36	pack		
6	Battery AAA, Dry Cell, 2 pieces per blister pack	36	pack		
7	Ring Binder 12.7 mm (1/2 x 44") plastic 80 rings	36	pcs		
8	Ring Binder 25mm (1 x 44") plastic 80 rings	36	pcs		
9	Ring Binder 15mm x (5/8 x 44 ") plastic 80 rings	36	pcs		
10	Ring Binder 19 mm (3/4x44"), plastic, 80 rings	36	pcs		
11	Paper, Board Long White, 180 gsm, 10 sheets per pack	40	pack		
12	Paper, Multi Copy 80 GSM (Legal)	200	reams		
13	Paper, Multi Copy 80 GSM (A4)	200	reams		
14	Paper, Multi Purpose 70 GSM (A4)	200	reams		
15	Paper, Multi Purpose 70 GSM (Legal)	200	reams		
16	Data Filing Box (Double)	50	pcs		
17	Data Filing Box (Single)	50	pcs		
18	Compact Disc RW	30	pcs		
19	Compact Disc Recordable	30	pcs		
20	DVD Recordable	30	pcs		
21	HP 97 (Colored)	10	cart		
22	HP 96 (Black)	10	cart		
23	HP 60 Black	10	cart		
24	HP 60 Tri Color	10	cart		
25	Inkjet for Printer HP3835, HP 680, Black	5	cart		
26	HP C9730A Black (Laserjet 5550 DN)	1	cart		
27	HP C9731A Cyan	1	cart		
28	HP C9732A Yellow	1	cart		
29	HP C9733A Magenta	1	cart		
30	HP 35A (HP Laserjet P1006)	8	cart		
31	Brother HL 5350 DN TN 3250	3	cart		
32	Brother HL 5450 DN TN 3320	10	cart		
33	HP C285A (HP 85A)	6	cart		
34	HP C6578DA, HP 78, Tri Color	3	cart		

35	Drum Unit, HL 5450 DN, HL 6180DW, DR3355	4	pcs		
36	Computer Ribbon LQ 2190	36	cart		
37	Computer Ribbon Epson LQ 680 Pro	36	cart		
38	Computer Ribbon Epson LX 310	36	cart		
39	Flash Drive 16 GB	30	pcs		
40	Continuous Form 2 ply ,280 x 241 mm, 500 sets per box , Carbonless	30	boxes		
41	Continuous Form 3 ply ,280 x 241 mm, 500 sets per box , Carbonless	30	boxes		
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46	Pencil	20	boxes		
47	Plastic Twine	10	roll		
48	Philippine Flag 5' x 10'	12	pcs		
49	Folder, Tagboard for Legal size Documents, 100 pcs/pack	5	pack		
50	Folder, Tagboard for A4 size Document , 100 pcs/ pack	3	pack		
51	Laminating Film (250micronx100mmx100m)	2	roll		
52	Record Book 500 pages	20	pcs		
53	Record Book 300 pages	20	pcs		
54	Marker , Permanent Bullet type black	20	pcs		
55	Marker , Permanent Bullet type blue	20	pcs		
56	Optical Mouse , USB Connection Type	12	pcs		
57	Stamp Pad , felt, bed dimension: 60mmx100mm	24	pcs		
58	Stamp Pad Ink (Purple)	48	bottle		
59	Ribbon for Manual Typewriter Nylon, Black (12 pcs)	10	boxes		
60	Rubber Band Small	10	boxes		
61	Staple Wire , Standard # 35	50	boxes		
62	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip, 12 pcs per box	15	boxes		
63	Sign Pen, Blue , liquid/gel ink, 0.5mm needle tip, 12 pcs per box	15	boxes		
64	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip, 12 pcs per box	15	boxes		
65	Sign Pen, Blue , liquid/gel ink, 0.7mm needle tip, 12 pcs per box	15	boxes		
66	Tape, Double Sided 1/2 x 30m	10	roll		
67	Tape Transparent 24 mm	36	roll		
68	Thermal Paper , 216mm x 30M	30	roll		
TOTAL					

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
[Name of Affiant] [Civil Status] [Nationality]

[Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of _____
[Name of Bidder]
_____ with office address at _____;
[address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of _____ with
[Name of Bidder]
office address at _____;
[address of Bidder]

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of _____
[Name of Bidder] I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____
_____ of the _____
[Name of the Project] [Name of the Procuring Entity]
_____ as shown in the attached duly notarized Special Power of Attorney;
the Procuring Entity]

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____
[Name of the Project]
of the _____, as shown in the attached _____
[Name of the Procuring Entity] [state title of attached

document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;));

3. _____ is not "blacklisted" or barred from bidding by the
[Name of Bidder]
Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. _____ is authorizing the Head of the Procuring Entity
[Name of Bidder]
or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of _____
[Name of Bidder]

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of _____

_____ is related to the Head of the Procuring Entity,
[Name of Bidder]
members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____ complies with existing labor laws and standards; and

[Name of Bidder]
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
[Name of Bidder]

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the

_____ [Name of the Project]
9. _____ did not give or pay directly or indirectly, any commission,
[Name of Bidder]
amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of _____ at _____
Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____, with his/her photograph and signature appearing thereon,
[insert type of government identification card used]
with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____