



**PHILIPPINE  
PORTS  
AUTHORITY**



**REQUEST FOR QUOTATION (RFQ)**

1. The Philippine Ports Authority - Port Management Office of Bicol (PPA-PMO Bicol), through its Bids and Awards Committee, will undertake the Procurement of various Office Supplies Not Available at DBM-Procurement Service for PMO Bicol use in accordance with Section 52.1 (b): Shopping of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details are as follows:

- a. Name of Project : **Procurement of Various Office Supplies Not Available at DBM-Procurement Service for PMO Bicol use**
- b. Reference Number : **RFQ-2024-01**
- c. RFQ Date : **February 20, 2024**
- d. Approved Budget of the Contract (ABC) : **297,500.00**
- e. Deadline for Submission : **February 23, 2024**
- f. Delivery Term : **Within 30 days Upon Receipt of Approved Purchase Order**


9 Item Description/Specification :

Item No.	Qty.	Unit	Item Description/Technical Specification
1	10	pack	Battery dry cell AAA (2 pieces per blister pack)
2	10	pack	Battery dry cell AA (2 pieces per blister pack)
3	70	pcs	Ballpen 0.7 mm blue
4	70	pcs	Ballpen 0.7 mm black
5	30	pcs	Desk ball pen with cord
6	5	pcs	1/2"black Binder Ring (84 holes)
7	5	pcs	1"black Binder Ring
8	11	pcs	2"black Binder Ring (84 holes)
9	40	pc	Philippine National Flag (3x5 feet)
10	2	box	Carbon Paper long Black (100 sheets / box)
11	10	boxes	Paper clip vinyl plastic coat 24 mm (small)
12	10	boxes	Paper clip vinyl plastic coat 48 mm (jumbo)
13	10	box	Clip backfold all metal, clamping 19mm (binder clip)
14	10	box	Clip backfold all metal, clamping 25mm (binder clip)
15	10	box	Clip backfold all metal, clamping 32mm (binder clip)
16	10	box	Clip backfold all metal, clamping 50mm (binder clip)
17	20	box	Metal Paper Fastener 7cm x 20cm long (50sets per box)
18	10	box	Metal Paper Fastener 7cm x 5cm long (50sets per box)
19	2	pack	Folder Tagboard long size (100 per pack)
20	20	bott	Glue, Multi-Purpose extra strong formula, dries fast safe and non-toxic (40 ml)
21	8	pc	Ribbon bundy clock comix
22	170	rms	Book paper long 80gsm
23	100	rms	Book paper A4 80gsm
24	8	pcs	Stapler number 35. (Big)
25	25	pad	Post it, strip, 1x3 (1 pack 3 color combination)
26	20	pad	Sticky note pad, 3x3
27	10	pack	Specialty A4,pollen ivory color (90gsm)
28	2	ream	Specialty long,light yellow watermaked laid paper (85gsm) Concorade
29	50	pcs	Signpen, blue, 0.7 mm liquid/gel
30	50	pcs	Signpen, black, 0.7 mm liquid/gel
31	36	roll	Transparent, 1" tape
32	24	roll	Transparent, 2" tape
33	24	roll	packing tape 2"
34	24	roll	Masking , 1" tape
35	24	roll	Masking , 2" tape
36	100	pcs	Data file box standard (4.5 x 9.5 x 15.5")
37	100	pcs	Correction Tape , roller type

38	5	tube	heavy duty, 10-piece per tube Cutter blade
39	5	pcs	Cutter Big
40	1	bx	Envelope, documentary for long (500 per box)
41	200	pcs	Envelope, documentary for A4
42	2	rms	Bond Paper A3
43	25	pcs	Official Record Book 500 pages (8.5 x 11")
44	8	boxes	Expanding folder long (100 per box)
45	5	pcs	Calculator
46	50	boxes	No.35 Staple wire
47	10	pcs	Stamp Pad no. 1 (biggest)
48	24	pcs	Pencil number 2
49	5	pcs	Scissors stainless steel
50	2	pcs	Pencil Sharpener 4.5" Stainless Steel with metal body
51	5	pcs	Dater Large
52	1	bundle	Looseleaf(50/bundle) Folder
53	10	pack	Sticker paper (long) 10pcs/pack
54	10	roll	Double Sided tape 1"
55	5	pcs	Ruler 12"flexible
56	3	pcs	Staple remover piler-type
57	2	pc	Computer Keyboard
58	2	pc	Mouse wireless
59	2	pc	LC 539XL black (printer brother DCP-J100)
60	1	pc	LC 535XL Magenta (printer brother DCP-J100)
61	1	pc	LC 535XL Cyan (printer brother DCP-J100)
62	1	pc	LC 535XL Yellow (printer brother DCP-J100)
63	20	pcs	Epson BK 003, black
64	10	pcs	Epson BK 003, cyan
65	10	pcs	Epson BK 003, magenta
66	10	pcs	Epson BK 003, yellow
67	3	pcs	HP 680 ink advantage black
68	1	pc	HP 680 ink advantage colored
69	24	pc	Ink cart Epson (T6641) Black
70	1	pc	Ink cart Epson (T6642) Cyan
71	1	pc	Ink cart Epson (T6643) Magenta
72	1	pc	Ink cart Epson (T6644) Yellow
73	2	pcs	Epson BK 001, black
74	1	pcs	Epson BK 001, cyan
75	1	pcs	Epson BK 001, magenta
76	1	pcs	Epson BK 001, yellow
77	10	pcs	Epson LQ-310 ribbon

2. Suppliers shall submit their valid and current eligibility requirements as follows:
  - a. PhilGEPS Registration Certificate
  - b. DTI/SEC Registration (no longer required if PhilGEPS is Platinum Membership)
  - c. Mayor's Permit
  
3. Quotations shall be submitted in person to Mr. Ferdinand C. Urmaza, BAC Secretariat, Philippine Ports Authority Port Management Office of Bicol, Regional Government Center, Rawis, Legazpi City in a sealed envelope. Quotations/documents sent to any other persons/personnel and those that are not sealed will not be considered and accepted. Quotations may also be submitted thru courier to the given address or thru email to pmobclbac@gmail.com in PDF format.
  
4. Quotations shall be addressed to:

**DENNIS M. POPATCO**  
Chairperson, PMO Bicol-BAC  
Philippine Ports Authority  
Port Management Office of Bicol  
Regional Government Center,  
Rawis, Legazpi City
  
5. For further information, you may contact the BAC Secretariat at Telephone Number 09451040609.

  
**DENNIS M. POPATCO**  
Chairperson, PMO Bicol-BAC

**PORT MANAGEMENT OFFICE OF BICOL**

Regional Government Center, Rawis, Legazpi City, Albay 4500 Philippines

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