



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 One (1) Unit Photocopying Machine for Office of the Port Manager's use in accordance with Section 52.1: 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 One (1) Unit Photocopying Machine for OPM use**
- b. Reference Number : **RFQ-2019-035**
- c. RFQ Date : **September 30, 2019**
- d. Approved Budget of th CONTRACT (ABC) : **Php 80,000.00**
- e. Deadline for Submission : **October 7, 2019**
- 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	1	unit	Photo Copying Machine
			- 350 sheets, (standard), 600 sheets (maximum)
			built-in ethernet networking, 100 sheet reversing ADF,
			Automatic duplex printing and copying print up to A3 w/
			pedestal and initial consumables

- 2. Suppliers shall submit their valid and current eligibility requirements as follows:
 - a. PhilGEPS Registration Certificate
 - b. DTI/SEC Registration
 - c. Mayor's Permit
- 3. Quotations shall be submitted in person to Ms. Francis Ann N. Abainza, BAC Secretariat, Philippine Ports Authority Port Management Office of Bicol, Administrative Division, Regional Government Center, Rawis, Legazpi City. Quotations/documents sent to any other division/s, mail/courier or email will not be considered.
- 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 (052) 480-7087.


DENNIS M. POPATCO
 Chairperson, PMO Bicol-BAC

PRICE QUOTATION FORM

Date: _____

DENNIS M. POPATCO
Chairperson, PMO Bicol-BAC
Philippine Ports Authority
Port Management Office of Bicol
Regional Government Center,
Rawis, Legazpi City

Dear Mr. Popatco,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the procurement of the project, entitled: **Procurement of One (1) Unit Photocopying Machine for OPM use**, we hereby submit our quotation corresponding to you requirements.

Item No.	Qty.	Unit	Item Description/Technical Specification	Unit Cost	Total Cost
1	1	unit	Photo Copying Machine - 350 sheets (standard), 600 sheets (maximum) built-in ethernet networking, 100 sheet reversing ADF, Automatic duplex printing and copying print up to A3 with pedestal and initial consumables		
Total Amount (in Php)					

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name/Position/Signature of Authorized Representative

Company Name

Company Address

Contact Number

Email Address