



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 3rd Quarter CY 2019 Common Use Office Supplies not Available in Procurement Service for PMO Bicol 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 3rd Quarter CY 2019 Common Use Office Supplies**
- b. Reference Number : **RFQ-2019-038**
- c. RFQ Date : **October 03, 2019**
- d. Approved Budget of th CONTRACT (ABC) : **Php 77,140.00**
- e. Deadline for Submission : **October 9, 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 | 10 | piece | 3/4 black binder ring |
| 2 | 2 | ream | Bond Paper A3 |
| 3 | 1 | ream | Construction paper |
| 4 | 12 | piece | marker pen 700 fine |
| 5 | 10 | roll | double sided tape "1" |
| 6 | 100 | piece | PVC cover long |
| 7 | 100 | piece | PVC cover A4 |
| 8 | 10 | pad | post-it-note 2x3 |
| 9 | 5 | piece | tape dispenser |
| 10 | 40 | piece | stapler metal (large) |
| 11 | 50 | box | No. 35 staple wire |
| 12 | 10 | piece | felt bed dimension, purple, 60mm x 1000 (stampad) |
| 13 | 100 | piece | blue, 0.5mm needle tip, liquid/gel (signpen) |
| 14 | 100 | piece | black, 0.5mm needle tip liquid/gel (signpen) |
| 15 | 10 | piece | 7" scissor |
| 16 | 10 | piece | 12" flexible ruler |
| 17 | 20 | piece | rubber band (small) |
| 18 | 2 | piece | manual typewriter, nylon, black ribbon |
| 19 | 10 | pad | post-it strip 2 x 3 |
| 20 | 20 | piece | sticky note pad 2 x 2 |
| 21 | 20 | piece | sticky note pad 3 x 3 |
| 22 | 2 | pack | sticker paper |
| 23 | 5 | pack | specialty paper A4, pollen ivory color |
| 24 | 32 | piece | archive vertical folder |
| 25 | 500 | piece | expanding folder |
| 26 | 10 | piece | rubber for pencil (eraser) |
| 27 | 100 | piece | correction tape (roller type) |
| 28 | 20 | unit | 12-digits two way power calculator |
| 29 | 10 | piece | 1" black binder ring |
| 30 | 5 | piece | time stamping ribbon (IWATA SP 900) |
| 31 | 10 | piece | 1/2 black binder ring |

PORT MANAGEMENT OFFICE OF BICOL

Regional Government Center, Rawis, Legazpi City, Bicol 4500 Philippines
 Telefax No.: (052) 482-0303; (052) 482-0304; (052) 480-7087; (052) 482-0309




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 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 3rd Quarter CY 2019 Common Use Office Supplies**, we hereby submit our quotation corresponding to you requirements.

| Item No. | Qty. | Unit | Item Description/Technical Specification | Unit Cost | Total Cost |
|------------------------------|------|-------|---|-----------|------------|
| 1 | 10 | piece | 3/4 black binder ring | | |
| 2 | 2 | ream | Bond Paper A3 | | |
| 3 | 1 | ream | Construction paper | | |
| 4 | 12 | piece | marker pen 700 fine | | |
| 5 | 10 | roll | double sided tape "1" | | |
| 6 | 100 | piece | PVC cover long | | |
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| 9 | 5 | piece | tape dispenser | | |
| 10 | 40 | piece | stapler metal (large) | | |
| 11 | 50 | box | No. 35 staple wire | | |
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| 13 | 100 | piece | blue, 0.5mm needle tip, liquid/gel (signpen) | | |
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| 29 | 10 | piece | 1" black binder ring | | |
| 30 | 5 | piece | time stamping ribbon (IWATA SP 900) | | |
| 31 | 10 | piece | 1/2 black binder ring | | |
| 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