



### 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: 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-2022-009**
- c. RFQ Date : **3-Nov-22**
- d. Approved Budget of the Contract (ABC) : **Php 262,750.00**
- e. Deadline for Submission : **7-Nov-22**
- 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	2	pc	LC 539XL black (printer brother DCP-J100)
2	600	pc	Ballpen 0.5mm black
3	20	pc	Ink cart Epson (T6643) yellow
4	20	pc	Ink cart Epson (T6643) magenta
5	20	pc	Ink cart Epson (T662) cyan
6	40	pc	Ink cart Epson (T6641) black
7	5	pc	Computer Keyboard
8	20	pc	Epson BK 003, yellow
9	20	pc	Epson BK 003, magenta
10	20	pc	Epson BK 003, cyan
11	32	pc	Epson BK 003, black
12	60	pc	Ribbon Cartridge Epson LQ 310
13	5	pc	Mouse Optical USB connection type
14	7	pc	Dater (date stamp)
15	10	pc	Mouse pad
16	3	pc	Toner cartridge HP CE285A (HP85A)
17	2	bx	Rubber Band big
18	30	bx	Rubber band small
19	20	rl	Double sided tape 1"
20	36	rl	Packing tape 2"
21	240	pc	Signpen, blue, liquid/gel
22	240	pc	Signpen, black, liquid/gel
23	10	pc	Stamp pad size 87mmx143mm color violet
24	10	pc	12" flexible good quality ruler
25	20	pc	File storage box with cover 11.5x15.5
26	2	pk	Laminating film 250 microns long
27	5	rm	Construction paper
28	16	box	Stapler No. 35 big
29	300	box	Staple wire, no. 35 heavy duty stapler
30	10	pc	Index tabs, blue (2x6x16cm)
31	30	box	Index tabs, clear (2x6x16cm)
32	60	pad	Post-it strip 1x3 (1 pack, 3 color combination)
33	20	pad	Sticky note pad, 2x2
34	50	pad	Sticky note pad, 3x3

### **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





Item No.	Qty.	Unit	Item Description/Technical Specification
35	60	pc	Fine permanent (overhead projection marker)
36	70	bot	Glue, all purpose (40ml)
37	20	pc	Archive Creative File long, vertical (black)
38	60	pc	Logbook 300 pages
39	2	pk	PVC cover acetate (A4) 300mic
40	2	pk	PVC cover acetate3 (long) 300mic
41	6	pk	Photo paper glossy
42	3	bundle	Folder looseleaf (50/bundle)
43	4	box	Expanding folder long (100 per box)
45	300	pc	Correction tape, roller tape
46	1	box	Expanding envelope legal size (100pcs per box)
47	30	pc	1 1/2" black binder ring (84 holes)
48	10	pc	Ribbon bundy clock comix

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, Administrative Division, Regional Government Center, Rawis, Legazpi City. Quotations/documents sent to any other division/s will not be considered. Quotations may also be submitted thru courier to the given address or thru email to [pmobclbac@gmail.com](mailto: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 0917-7100126.

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

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