



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 Office Supplies for COA 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 Office Supplies for COA use**
- b. Reference Number : **RFQ-2020-014**
- c. RFQ Date : **December 16, 2020**
- d. Approved Budget c : **Php 50,948.65**
Contract (ABC)
- e. Deadline for Submission : **December 21, 2020**
- 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	6	pc	Correction tape
2	2	set	Printer with scanner
3	25	pc	Envelope - expanding - long
4	6	can	Air freshener
5	3	bot	Glass & wood cleaner
6	6	roll	Masking tape 2"
7	6	roll	Masking tape 1"
8	6	roll	Packaging tape
9	1	box	Permanent Marking Pen -Red
10	1	box	Permanent Marking Pen -Blue
11	1	box	Permanent Marking Pen - Black
12	2	pc	Extension Wire - 5 meter
13	6	pc	Highlighter pen - assorted color
14	50	pc	Data files
15	2	pc	Cutter (small & Big)
16	50	pc	Folder - long - colored
17	50	pc	Folder - long - plain white
18	25	pc	Folder - expanded (green tab)
19	12	box	Hand paper Tissue/towel (infolded)
20	4	bottle	Rubbing alcohol 70%
21	12	box	Face mask
22	1	pc	Exhaust Fan
23	6	bottle	Dishwashing Liquid


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

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



3. Quotations shall be submitted to Ms. Francis Ann N. Abainza, BAC Secretariat, Philippine Ports Authority Port Management Office of Bicol, Administrative Division, Regional Government Center, Rawis, Legazpi City thru courier or email to pmobclbac@gmail.com in PDF format. Quotations/documents sent to any other division/s 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

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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 Office Supplies for COA use**, we hereby submit our quotation corresponding to your requirements.

Item No.	Qty.	Unit	Item Description/Technical Specification	Unit Cost	Total Cost
1	6	pc	Correction tape		
2	2	set	Printer with scanner		
3	25	pc	Envelope - expanding - long		
4	6	can	Air freshener		
5	3	bot	Glass & wood cleaner		
6	6	roll	Masking tape 2"		
7	6	roll	Masking tape 1"		
8	6	roll	Packaging tape		
9	1	box	Permanent Marking Pen -Red		
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15	2	pc	Cutter (small & Big)		
16	50	pc	Folder - long - colored		
17	50	pc	Folder - long - plain white		
18	25	pc	Folder - expanded (green tab)		
19	12	box	Hand paper Tissue/towel (infolded)		
20	4	bottle	Rubbing alcohol 70%		
21	12	box	Face mask		
22	1	pc	Exhaust Fan		
23	6	bottle	Dishwashing Liquid		
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