



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 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 for PMO Bicol use**
 b. Reference Number : **RFQ-2020-015**
 c. RFQ Date : **December 16, 2020**
 d. Approved Budget of the Contract (ABC) : **Php 613,439.50**
 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	10	pc	HP 60 black ink cartridge
2	40	pc	Computer Ribbon Epson LQ310
3	10	pc	HP 680 Colored Ink cartridge
4	10	pc	Toner Cart HP CE285A (HP85A)
5	5	pc	External Hard Drive, 1TB
6	50	pc	Ink Cart Epson (T6644) yellow
7	50	pc	Ink Cart Epson (T6643)magenta
8	50	pc	Ink Cart Epson (T6642)cyan
9	90	pc	Ink Cart Epson (T6641)black
10	10	pc	Epson LQ 590 ribbon
11	10	pc	Epson LQ 680 ribbon
12	20	pc	Flashdrive 16GB capacity
13	1	pc	Canon L170 laser Fax toner ink (canon 328)
14	20	pad	Sticky note pad, 3x4
15	20	pad	Sticky note pad, 3x3
16	48	pc	White board marker blue
17	48	pc	White board marker black
18	48	pc	Marking pen, permanent, blue
19	48	pc	Marking pen, permanent, black
20	20	box	Clip backfold all metal, clamping 32mm (binder clip)
21	10	pc	Cutter
22	5	pc	Tape Dispenser
23	20	box	Clip backfold all metal, clamping 50mm (binder clip)
24	30	bottle	Stamp Pad ink purple
25	6	pc	Puncher

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
26	10	pc	Stapler Big no. 35
27	9	set	Rechargeable AAA Battery with charger
28	18	pc	Rechargeable Battery
29	5	pack	Plastic laminator (long)
30	4	pack	Photo paper A4
31	10	pc	Bundy clock model S-960P (time recorder)(F3503 Comix Ribbon
32	9	pc	Amano Electronic Time Recorder EX6000N (EX-5100)Ribbon
33	1	box	Expanding envelope legal size (100pc per box)
34	36	pc	Fine permanent (overhead projection marker)
35	10	pc	Dater
36	20	roll	Double-sided tape
37	50	roll	Packaging tape 2"
38	60	roll	masking 2"
39	100	roll	masking 1"
40	60	roll	Transparent 2"
41	100	roll	Transparent 1"
42	60	box	Staple wire No. 35
43	15	pc	Stamp Pad. Felt, bed dimension: 87mm x 143mm
44	240	pc	Signpen, blue, 0.5mm, needle tip, liquid/gel
45	240	pc	Signpen, black, 0.5mm needle tip, liquid/gel
46	10	pc	Scissors, symmetrical, blade length: 65mm min
47	15	pc	12" ruler flexible
48	30	box	Rubber band small
49	5	roll	Plastic Twine
50	20	pack	Sand paper, matte
51	20	pack	Specialty A4, pollen ivory color
52	50	ream	Paper multi-purpose (copy) legal 70gsm
53	50	ream	Paper multi-purpose (copy) A4 70gsm
54	150	ream	Paper multicopy 80gsm, size 216mm x 30mm (legal)
55	250	ream	Paper, multicopy 80gsm, size 216mm x 297mm (A4)
56	40	book	Record book (300pages, size: 214mm x 278mm)
57	10	bundle	Folder Looseleaf (50/bundle)
58	8	box	Folder Tagboard long size (100 per box)
59	2	box	Envelope, documentary for long (500 per box)
60	1	box	Envelope, documentary for A4 (500 per box)
61	300	pc	Correction tape, roller type
62	40	box	Paper clip vinyl plastic coat 48mm (jumbo)
63	40	box	Paper clip vinyl plastic coat 32mm (small)
64	50	box	Clip backfold all metal, clamping 19mm (binder clip)
65	6	box	Carbon paper (long)

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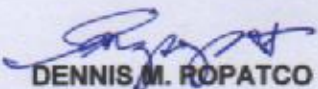


Item No.	Qty.	Unit	Item Description/Technical Specification
66	20	pc	Basic calculator 12 digits
67	20	pc	1" black binder ring
68	20	pc	3/4" Black binder ring
69	1000	pc	Ballpen, 0.7, blue, good quality
70	1000	pc	Ballpen, 0.7, black, good quality
71	1	pack	Battery dry cell AA (2 pieces per blister pack)

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 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. ROPATCO
 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 Various Office Supplies for PMO Bicol use**, we hereby submit our quotation corresponding to your requirements.

Item No.	Qty.	Unit	Item Description/Technical Specification	Unit Cost	Total Cost
1	10	pc	HP 60 black ink cartridge		
2	40	pc	Computer Ribbon Epson LQ310		
3	10	pc	HP 680 Colored Ink cartridge		
4	10	pc	Toner Cart HP CE285A (HP85A)		
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71	1	pack	Battery dry cell AA (2 pieces per blister pack)		
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