

<div>PHILIPPINE PORTS AUTHORITY PMO - Eastern Leyte/Samar Port Area, Tacloban City Tel. No. (053) 321-8057, 321-4152</div> <div>Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)</div> <div>REQUEST FOR QUOTATION</div>							
RFQ for P.R. No.: TAC-3519-19				P.R. Date: December 11, 2019			
Date Of Quotation: December 19, 2019				Revised on: July 18, 2019			
Project/Title: Office Supplies							
Office/End-User: Admin, PPA PMO-Eastern Leyte/Samar							
Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat not later than 9:00 a.m. of December27, 2019. OPENING OF BIDS shall follow at 10:00 a.m. on the same day at PPA, PMO-Eastern Leyte/Samar, Conference Room, Port Area, Tacloban City.							
ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Ballpen, Blue	100	PC	16.50	1,650.00		
2	Ballpen, black	100	PC	16.50	1,650.00		
3	Masking Tape, 1"	15	RL	12.00	180.00		
4	Masking Tape, 2"	15	RL	25.00	375.00		
5	Packing Tape, 2"	30	RL	32.00	960.00		
6	Book Paper, A4	20	RM	240.00	4,800.00		
7	DATA FILE BOX, w/ closed ends & finger ring	100	BOX	120.00	12,000.00		
8	Expanding Envelope Legal (white)	5	BOX	2,800.00	14,000.00		
9	Expanding Envelope Legal (green)	5	BOX	1,800.00	9,000.00		
10	Bond Paper, A-3, Subs. 20	20	RM	345.00	6,900.00		
11	Bond Paper, Subs. 20, 8.5x13in	20	RM	270.00	5,400.00		
12	Highlighter Pen , 10pcs luminous green & 10 pcs blue (non-toxic)	20	PC	42.00	840.00		
	X-X-X-X-X						
NOTE: Purchase of various office supplies for use in the Engineering Services Division.				TOTAL ABC		BIDDER'S TOTAL	
				Php	57,755.00	QUOTATION Php	
<div>PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE</div> <div>COMPANY NAME: </div> <div>ADDRESS: </div> <div>CONTACT NO.: </div>							
<div>TERMS AND CONDITIONS</div> <div>Shopping</div> <div>1. Fill-out all entries legibly; typewritten or handwritten.</div> <div>2. Except for PPA PMO-EL/S accredited suppliers, attach the photocopy following documents:<div>a. Mayor's Business Permit</div><div>b. PhilGEPS Certificate of Registration</div></div> <div>3. Quote on all items specifying the unit cost for each item, the total cost, and the total price quotation.</div> <div>4. Any alteration, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.</div> <div>5. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "Failed" under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.</div> <div>6. The contract shall be awarded to the bidder with the Single or Lowest Calculated and Responsive Quotation.</div> <div>7. Deliver the goods within ten (10) calendar days from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods to be delivered for every day of delay.</div> <div>8. Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.</div> <div>9. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.</div> <div>10. The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.</div> <div>11. The pertinent provisions of RA 9184 and its Revised IRR shall govern other matters not expressly mentioned herein.</div> <div><div></div><div>ATTY. GLENN S. LAGUNAY</div><div>Chairperson, BAC-PGCS/EP</div></div>							