

PHILIPPINE PORTS AUTHORITY

PMO - Eastern Leyte/Samar
Port Area, Tacloban City
Tel. No. (053) 321-8057, 321-4152

Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)

REQUEST FOR QUOTATION

RFQ for P.R. No.:	TAC-3520-19	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 December 27, 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 CANVASSSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Computer Ink - LC535XL, yellow	10	PC	600.00	6,000.00		
2	Computer Ink - LC539XL, Black	10	PC	850.00	8,500.00		
3	Computer ink - LC535XL, Magenta	10	PC	600.00	6,000.00		
4	Computer Ink - LC535XL, Cyan	10	PC	600.00	6,000.00		
5	Sliding Folder Plastic, A4 (transparent)	50	PC	12.00	600.00		
6	Sliding Folder Plastic, Long (trasparent)	50	PC	14.00	700.00		
7	FOLDER, pressboard w/ Tab, green color, for legal size. 100pcs./box	2	BOX	1,700.00	3,400.00		
8	FOLDER, pressboard, plain, for legal size paper/documents. 100pcs./box	2	BOX	2,850.00	5,700.00		
9	Expanding Envelope Legal, white	2	BOX	2,800.00	5,600.00		
10	Expanding Envelope Legal with string, green	2	BOX	1,800.00	3,600.00		
11	CORRECTION TAPE	20	PC	20.00	400.00		
12	Binding Tape, 2"	20	RL	90.00	1,800.00		
13	DATA FILE BOX, w/ closed ends & finger ring	50	PC	120.00	6,000.00		
	X-X-X-X-X						
				TOTAL ABC Php	54,300.00	BIDDER'S TOTAL QUOTATION Php	


NOTE: Purchase of various office supplies for use in the Engineering Services Division.

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE

COMPANY NAME: _____
ADDRESS: _____
CONTACT NO.: _____

TERMS AND CONDITIONS
Shopping

- 1. Fill-out all entries legibly; typewritten or handwritten.
- 2. Except for PPA PMO-EL/S accredited suppliers, attach the photocopy following documents:
 - a. Mayor's Business Permit
 - b. PhilGEPS Certificate of Registration
- 3. Quote on all items specifying the unit cost for each item, the total cost, and the total price quotation.
- 4. Any alteration, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.
- 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.
- 6. The contract shall be awarded to the bidder with the Single or Lowest Calculated and Responsive Quotation.
- 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.
- 8. Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
- 9. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
- 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.
- 11. The pertinent provisions of RA 9184 and its Revised IRR shall govern other matters not expressly mentioned herein.


ATTY. GLENN S. LAGUNAY
Chairperson, BAC-PGCS/EP