

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-3560-20	P.R. Date:	February 21, 2020
Date Of Quotation:	February 26, 2020	Revised on:	January 23, 2020
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 **12:00 p.m. of March 02, 2020**. OPENING OF QUOTATION shall follow at **2:00 p.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	Spiral Ring Binder, 48mm x 1.2m (2"), Black	30	PC	65.00	1,950.00		
2	Ballpen, 0.5 ballpoint (200-black, 50-blue)	250	PC	5.50	1,375.00		
3	Staple Wire #35, good quality, 24 strip /box	50	BOX	30.00	1,500.00		
4	Special Laid paper, Long, substance 20, 90GSM, color (Soft green-10, Rose pink-10, Powder blue-10, Martian green-10)	40	PK	45.00	1,800.00		
5	Special Laid Paper, A4, substance 20, 90GSM, color (Soft green-10, Rose pink-10, Powder blue-10, Martian green-10 pack)	40	PK	40.00	1,600.00		
6	Sliding Folder, Morocco, A4 size (Green-100, Dark blue-100, Blue-100)	300	PC	45.00	13,500.00		
7	Sliding Folder, Morocco Long (Green-100, Dark blue-100, Blue-100)	300	PC	45.00	13,500.00		
8	FOLDER, Pressboard w/out Tab, Green color, legal size for paper/documents, 100pcs./box	3	BOX	800.00	2,400.00		
9	Packing Tape (2 inches x 90 yards)	30	PC	85.00	2,550.00		
10	Puncher 3 holes, heavy duty 30 sheets can punch 30 sheet of paper at the same time, punch hole: 7mm (108mm interval each hole) adjustable	3	PC	2,400.00	7,200.00		
11	Puncher 2 holes, heavy duty, 30 sheets capacity	15	PC	130.00	1,950.00		
12	Comp. Keyboard wired USB 2.0 interface caps design with number pad keys, arrows keys, function keys, adjustable keyboard stand	10	PC	500.00	5,000.00		
13	Index Tabs, 5', Transparent	30	BOX	90.00	2,700.00		
14	Folder, 3 ring binder, hard bound, Long, size: L-13, W-10.5, Thick-2", D-ring, White color	150	PC	300.00	45,000.00		
15	Folder, 3 ring binder, hard bound, size: L-12, W-10.5, Thick-2", D-ring, White color	150	PC	200.00	30,000.00		
16	Data Box Filer, Long with Finger hole (Cerulean Blue)	15	PC	95.00	1,425.00		
17	Correction Tape, 20m X 5mm	50	PC	29.00	1,450.00		
18	Calculator, 174.5 X 107 X 24.2mm, 12 digits, Solar & Battery, Function command sign, key rollover, Extra large display, Tax & exchange function, Profit	15	UNT	580.00	8,700.00		

21	Spiral Ring Binder, 24mm x 1.2m (1"), black	30	PC	40.00	1,200.00		
	X-X-X-X-X						
				TOTAL ABC Php	146,450.00	BIDDER'S TOTAL QUOTATION Php	

NOTE: For use in the Baseport and Terminal Ports of PMO-ELS.

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE

COMPANY NAME:

ADDRESS:

CONTACT NO.:

TERMS AND CONDITIONS SHOPPING

- Fill-out all entries legibly; typewritten or handwritten.
- Submit the photocopy of the following documents prior to payment:
 - Mayor's Business Permit - 2020
 - PhilGEPS Certificate of Registration
- Quote on all items specifying the unit cost for each item, the total cost, and the total price quotation.
- Any alteration, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.
- 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.
- The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation**.
- Deliver the goods within **fifteen (15) 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.
- Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
- Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
- 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.
- The pertinent provisions of RA 9184 and its Revised IRR shall govern the contract implementation and other matters not expressly mentioned herein.



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