

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

RFQ for P.R. No.:	TAC-3319-19	P.R. Date:	May 21, 2019
Date Of Quotation:	June 03, 2019	Revised on:	November 21, 2018
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 noon of June 11, 2019**. OPENING OF BIDS 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	Water Well Paste, 7oz, (200grams)	20	PC	57.20	1,144.00		
2	ALCOHOL, rubbing, 70% isoprophyl, 500ml	100	BOT	104.50	10,450.00		
3	Staple Wire #35, good quality, 24 strip/box	50	BOX	60.00	3,000.00		
4	Staple Wire #10, good quality, 24 strip/box	30	BOX	15.00	450.00		
5	Stamp Pad No. 1, black	25	PC	52.80	1,320.00		
6	Stamp Pad Ink, black color (50ml)	50	BOT	41.80	2,090.00		
7	Sign Pen, (high tech pen, black, 0.5, disposable)	30	PC	104.50	3,135.00		
8	Glue, Padding, Red, 1kg.(for binding all kinds of paper)	3	JAR	200.00	600.00		
9	Stainless steel Paper Binder Clip, 32mm, black color, good quality, 10 pcs./box	11	BOX	40.00	440.00		
10	Stainless steel Paper Binder Clip, 51mm, black color, good quality, 10 pcs./box	11	BOX	60.00	660.00		
11	Record Book " Official", 300 pages	30	PC	165.00	4,950.00		
12	Post-it-Note, 5" x 3" assorted color	11	PAD	35.20	387.20		
13	Vellum Board, 8.5" x 11", 200 GSM, white color, 10 sheets/pack	10	PK	40.00	400.00		
14	Paper Fastener, coated; 50 sets/box	50	BOX	35.20	1,760.00		
15	Multi Color Push-Pin for Wooden Framed Cork (Pin Notice Memo Board Display Board), assorted color	11	BOX	264.00	2,904.00		
16	External Hard Disk Drive, (1 TB)	12	PC	5,000.00	60,000.00		
17	FOLDER, file, tagboard equivalent, 14 pts, long size (100 pcs./pack)	15	BOX	600.00	9,000.00		
18	Data Box Filer, long with finger ring hole, (10 pcs. black; cerulean blue; & 10 pcs. mint green)	30	PC	242.00	7,260.00		
19	Correction Tape, 20m x 5mm	50	PC	41.80	2,090.00		
20	Index Tabs, Transparent and Purple or Blue, (in small box), 5 feet, (eye sight)	15	BOX	306.00	4,590.00		
21	Book Paper, A4, 210 x 297, 70 gsm	150	RM	286.00	42,900.00		
22	Battery , "AAA" 1.5V (2 pcs/pack)	40	PK	74.80	2,992.00		
23	Bookpaper, Extra Long, 8-1/2 x 14", 70gsm	30	RM	300.00	9,000.00		
24	Ballpen (50-black, 50-blue) 0.5 ballpoint	100	PC	16.50	1,650.00		
25	Stapler Heavy duty Big, 25 sheets capacity, metal construction	20	PC	715.00	14,300.00		
	X-X-X-X-X						
TOTAL ABC Php				187,472.20		BIDDER'S TOTAL QUOTATION Php	

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

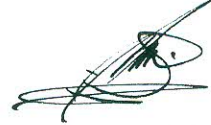
PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT NO.: \_\_\_\_\_

TERMS AND CONDITIONS  
Shopping

- Fill-up all entries legibly; typewritten or handwritten.
- Except for PPA PMO-EL/S accredited suppliers, attach the following documents **duly signed** by your authorized representative:
  - Mayor's Business Permit
  - PhilGEPS Registration



3. Submit duly notarized **Omnibus Sworn Statement** if awarded the contract.
4. Quote on all items specifying the **unit cost for each item, the total cost, and the total price quotation.**
5. Any **alteration, erasures or overwriting** shall be valid only if they are **signed** or initialed by the bidder.
6. 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.
7. The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation.**
8. 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.
9. Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
10. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
11. 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.
12. 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