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-3621-20**	P.R. Date:	**July 14, 2020**
Date Of Quotation:	**July 23, 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 noon** of **July 27, 2020**. 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	**Bookpaper, Extra Long (8-1/2" X 14") 70gsm**	50	RM	330.00	16,500.00		
2	**Alcohol, Rubbing, 70% Isoprpphyl, 500ml**	200	BOT	95.00	19,000.00		
	x-x-x-x-x						
				TOTAL ABC Php	**35,500.00**	BIDDER'S TOTAL QUOTATION Php	

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

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE

COMPANY NAME: _____

ADDRESS: _____

CONTACT NO.: _____

TERMS AND CONDITIONS

Shopping

1. Fill-up all entries legibly; typewritten or handwritten.
2. **Submit the photocopy of the following documents prior to payment:**
   a. **Mayor's Business Permit - 2020**
   b. **PhilGEPS Certificate of Registration**
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 **seven (7) 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