

**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.:	<b>TAC-3463-19</b>	P.R. Date:	<b>October 03, 2019</b>
Date Of Quotation:	<b>October 10, 2019</b>	Revised on:	<b>July 18, 2019</b>
Project/Title:	<b>Office Supplies</b>		
Office/End-User:	<b>Admin, PPA PMO-Eastern Leyte/Samar</b>		

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 **October 15, 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 CANVASED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Rubber Band, small box	35	BOX	28.00	980.00		
2	Cutter, big, good quality & heavy duty (blue) with NTs snap off blades: blade size 18mm	30	PC	65.00	1,950.00		
3	Spiral plastic ring binder, 19mm x 1.2, (3/4)	25	PC	32.00	800.00		
4	Staple Wire #10, Good quality, 20pack/box	15	BOX	265.00	3,975.00		
5	Staple Wire #35, good quality	40	BOX	65.00	2,600.00		
6	Pencil Sharpener, Table Top, heavy duty	12	EA	975.00	11,700.00		
7	Record Book, "Official" 300 pages, color Blue	40	PC	175.00	7,000.00		
8	Sticker Paper, A4 size, glossy	100	PK	79.00	7,900.00		
9	Photo Paper, A4 size, 180gsm, glossy	15	PK	100.00	1,500.00		
10	Permanent Marker Chisel Tip (2-pcs Red, 2-pcs Black & 2-pcs Blue) 12pcs/box	6	BOX	520.00	3,120.00		
11	White Board Marker, Chisel tip (3-pcs blue, 3-pcs Black) 12pcs/box	6	BOX	830.00	4,980.00		
12	Highlighter Pen, (luminous green, pink & green color) 14.5cm x 2cm, non toxic, Xylene free & water based	50	PC	39.00	1,950.00		
13	Index Card, 5X8, Plain (100pcs /pack)	2	PK	100.00	200.00		
14	Ruler, Plastic, 305mm, 12" , transparent	12	PC	6.00	72.00		
15	Scotch Tape, (1 inch x 90 yards)	45	RL	30.00	1,350.00		
16	Ballpen, 0.5 Ballpoint (110-pcs Black , 40-pcs Blue)	150	PC	7.00	1,050.00		
17	Ballpen Red, 0.5 Ballpoint	50	PC	7.00	350.00		
18	Battery "AA" , 1.5V (2-pcs/pack)	50	PK	45.00	2,250.00		
19	Battery "AAA" , 1.5V (2-pcs/pack)	50	PK	67.00	3,350.00		
20	Bookpaper, A4 (210 x 297) 70gsm	200	RM	280.00	56,000.00		
21	Bookpaper, Long (216 x 330mm), 70gsm	100	RM	305.00	30,500.00		
22	NT Cutter, 18mm, heavy duty, Extra sharp black Snap-off blades, 10 blades/pack, 1-pack	5	PK	451.00	2,255.00		
23	Continous Computer Paper, 14-7/8 x 11, 2ply	10	BOX	1,950.00	19,500.00		
24	CORRECTION TAPE, 20M X 5MM	50	PC	30.00	1,500.00		
25	Data Box Filer, long with finger ring hole (10-pcs Black, 10-pcs Cerulean Blue & 10-pcs Mint Green)	30	PC	180.00	5,400.00		
26	Double Adhesive Tape, 48MM x 5M, Transparent	24	RL	85.00	2,040.00		
27	FOLDER, pressboard with Tab, Green color, for legal size, 100pcs./box	3	BOX	3,100.00	9,300.00		
28	FOLDER, file, tagboard equivalent, 14 points, for A4 size, 100pcs./pack	3	BOX	650.00	1,950.00		
29	Masking Tape, 1" X 3M	30	RL	25.00	750.00		
30	Post-it Note, 5 color, Clear sticker memo, 4.4cm (1.73" 1.2cm (0.47"))	30	SET	55.00	1,650.00		
31	TAPE, packaging, 48mm (2) width, 50m in length	20	RL	40.00	800.00		
32	POST IT NOTE, 3x3, assorted color	20	PAD	55.00	1,100.00		
33	Plastic Handle Scissors, heavy duty	6	EA	280.00	1,680.00		
34	Philippine Flag, cotton, standard size	25	PC	500.00	12,500.00		
35	Pencil #2, 12pcs/box	20	BOX	100.00	2,000.00		
36	Alcohol Rubbing, 70% isoprophyl, 500ml	100	BOT	98.00	9,800.00		

ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
37	SIGN PEN (High tech Pen, black, 0.5, disposable) X-X-X-X-X	30	PC	80.00	2,400.00		
NOTE: For use in the Baseport and Terminal Ports of PMO-ELS.				TOTAL ABC Php	<b>218,202.00</b>	BIDDER'S TOTAL QUOTATION Php	

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