



PMO - NEGROS ORIENTAL/SIQUIJOR REQUEST FOR QUOTATION

The Philippine Ports Authority, Port Management Office of Negros Oriental/Siquijor, through its Bids and Awards Committee (BAC), invites suppliers/dealers to submit price quotation of the following:

	Item and Description	Qty.	Unit	Approved Budget for the Contract (ABC)*
	PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE 1ST QUARTER OF CY 2024 FOR PMO NO/S USE			Php 161,916.75
1	Adding Machine Paper	10	rolls	
2	Adding Machine Ribbon, Black & Red double spool	10	rolls	
3	Ballpen, good quality (black 175, blue 75, 10 red)	260	pcs	
4	Battery, AA, by 2's	25	packs	
5	Battery, AAA by 2's	25	packs	
6	Binder Clip 2"	15	boxes	
7	Binder Clip 1/4"	15	boxes	
8	Binder Clip 3/4"	15	boxes	
9	Binder Clip 1"	9	boxes	
10	Binder, Ring 1" Black	25	pcs	
11	Binder, Ring 1 1/2" Black	25	pcs	
12	Bond paper, short, S-20	75	ream	
13	Bond paper, long, S-20	75	ream	
14	Bond paper, A4	175	ream	
15	A3, S-20, High Speed Premium	10	ream	
16	Clear book, long	4	pcs	
17	Correction Tape, 8m	75	pcs	
18	Cutter, big	8	pcs	
19	Dater	10	pcs	
20	Double Sided Tape w/o foam, small	15	rolls	
21	Double Sided Tape w/ foam, small	15	rolls	
22	DTR card	100	pcs	
23	Envelope, Brown, short, thick	50	pcs	
24	Envelope, Brown, Long, thick	75	pcs	
25	Envelope, expanding Long, 200lbs w/ garter	150	pcs	
26	Envelope, Mailing, Long, US (500pcs/box)	1	pcs	
27	Fastener, short, plastic, vinyl	15	boxes	
28	Fastener, long, plastic	5	boxes	
29	Sliding Folder, long, Clear, (green or blue)	30	pcs	
30	Sliding Folder, short, Clear	30	pcs	



31	Folder, long, ordinary, US	150	pcs
32	Folder, short, ordinary, US	35	pcs
33	Glue, Elmer, 130 g	15	bottle
34	Highlighter, Neon, yellow, orange	15	pcs
35	Lamination Plastic, long	50	pcs
36	Masking Tape, 1"	15	rolls
37	Moistener	7	pcs
38	Packaging Tape "2, Transparent	15	rolls
39	Padding Glue, 1/2 kilo	1	pcs
40	Paper, Clips jumbo	10	boxes
41	Paper, Clips small	15	boxes
42	Pencil, No. 2	24	pcs
43	Pentel Pen, (black, blue)	15	pcs
44	Photo Paper, A4	40	pcs
45	Pressboard long, green, w/o tab, US	350	pcs
46	Puncher, good quality, Big	2	pcs
47	Record Book with paging	15	pcs
48	Rubber Band (small)	2	boxes
49	Rubber Band (big)	2	boxes
50	Scissors, big and good quality	10	pcs
51	Scotch Tape, 1"	25	rolls
52	Sign pen, Dong-A gel (60 black, 15 blue)	75	pcs
53	Special Paper	25	packs
54	Spring Binder (black) 1/2"	3	pcs
55	Spring Binder (black) 1"	3	pcs
56	Spring Binder (black) 1.5"	3	pcs
57	Stamp pad Ink(purple)	10	pcs
58	Stamp pad, big, 5 inches	5	pcs
59	Stapler with remover	10	pcs
60	Staple wire, No. 10	20	boxes
61	Staple wire, No. 35	75	boxes
62	Sticker paper Long	10	packs
63	Sticker paper short	8	packs
64	Post it, 3"	15	pads
65	Sticky notes, sign here	25	pcs
66	Tape, Duct, big. 2"	4	rolls
67	Twine Plastic, big	4	rolls
68	White Board Marker Blue	15	pcs

*Inclusive of 12% VAT

Procurement will be conducted in consonance with Section 52.1b (Shopping) of the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184, otherwise known as the "Government Procurement Reform Act". Only sealed quotation from eligible supplier/s will be opened and a Purchase Order will only be awarded per item to the Lowest Calculated and Responsive Quotation.

Quotation must be submitted in a **sealed envelope** together with the following documents:

- a) Certified true copy of Valid and Current Mayor's Permit, and



PHILIPPINE
PORTS
AUTHORITY



b) Certified true copy of Valid PhilGEPS Registration.

The sealed envelope shall be addressed to:

MARY LOUISE C. MACALINO

Chairperson

Bids and Awards Committee

Philippine Ports Authority, PMO-Negros Oriental/Siquijor

Port Area, Looc, Dumaguete City

Deadline of Submission of Sealed Quotation : February 20, 2024 on or before 09:00 a.m.
Opening of Sealed Quotation : February 20, 2024 at 10:00 a.m.

Interested suppliers may obtain further information regarding **RFQ Form and Technical Specifications** from Procurement Unit, Administrative Division at Telephone Number (035) 527-2079 local 103 during office hours.

MARY LOUISE C. MACALINO

Chairperson

Bids and Awards Committee

