BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

INVITATION TO BID
FOR THE SUPPLY AND DELIVERY OFVARIOUS OFFICE SUPPLIES FOR THE 3RD QUARTER CY 2024

DATE: July 19, 2024
P.R. NO.: NH-9092-24
RIS NO.: NCRN2024-242
Mode of Procurement: Sec 52.1 (b) Shopping

Sir/Madam:

The PPA PMO-NCR North, through its Bids and Awards Committee (BAC), invites interested bidders to bid for the following item/s or project in accordance with the above stated procurement mode of the 2016 Revised Implementing Rules and Regulation of the Republic Act No. 9184.

PACKAGE NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	**VARIOUS OFFICE SUPPLIES**, as detailed in Annex A - Item Description	₱183,000.00

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this Request for Quotation. Submit your **sealed quotation/documents** duly signed by you or your duly authorized representative not later than **July 24, 2024, 5:00 PM** to PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg. Mel Lopez Blvd., North Harbor, Tondo Manila.**Quotation/documents sent through electronic mail will not be considered.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	REMARKS
Certified True Copy of Valid Mayor's Permit	
PhilGEPS indicating the Registration Number	
Duly Signed and Notarized Omnibus Sworn Statement	

For any clarification, you may contact us at Telephone No. 8241-3858 or email address at bac.ncrn@gmail.com

FRANCIS ALDRICH A. RUBIO
BAC Chairperson

(Annex "A")

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form;
2. **Partial Quotation is not permitted.**
3. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least **sixty (60)calendar days** from receipt of quotation and shall be binding upon the supplier within the period;
4. Delivery period shall be within **seven (7) working days** from receipt of Notice of Award/Purchase Order;
5. The P.O. shall be awarded to the Lowest Calculated Responsive Bid (LCRB) or Highest Rated Responsive Bid (HRRB), at the discretion of the BAC. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
6. Terms of payment is within **thirty (30) working days** from date of actual and complete delivery, acceptance by the end-user/s and upon submission of the required complete supporting documents;
7. Bidders shall submit the quotations together with the technical brochures of the products being offered, if applicable;
8. Quotation lacking the requested information in this RFQ or clearly failing to meet the RFQ requirements may be disregarded;
9. The delivery of the item/s must beon the scheduled date and time of the PMO-NCN and shall be acknowledged upon inspection to confirm the compliance with the technical specifications;
10. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered sales invoice;
11. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC;
12. In case of delay and default, the supplier shall be charged liquidated damages amounting to 1/10 of 1% of the cost of delayed service for every day of delay, pursuant to Sec. 68 of the IRR-A of R.A. 9184;
13. In case of failure to deliver or capricious and whimsical refusal to accept the award / purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier; and
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its revised IRR.

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	ITEM DESCRIPTION /SPECIFICATION	UNIT	QTY	ABC PER UNIT	BRAND/MODEL OFFERED
1	Plotter Paper 80gsm/102 microns (4.0mil.) 36"x150ft (914mm x 473.5m) 2"	1	Roll	₱5,000.00	
2	Ink, Epson 003 (Black)	10	Bottle	₱300.00	
3	Paper Bond, Long S20 70gsm	25	Ream	₱300.00	
4	Paper Bond, A4 S20 70gsm	25	Ream	₱250.00	
5	Toner Cartridge, Ink HP 85A Black Original Laserjet	30	Box	₱3,300.00	
6	Toner Cartridge, Ink HP 107A	15	Box	₱2,500.00	
7	Ink, Epson 774 (Black)	5	Bottle	₱750.00	
8	Ink, Epson 6644 (Yellow)	10	Bottle	₱300.00	
9	Ink, Epson 6643 (Magenta)	10	Bottle	₱300.00	
10	Ink, Epson 6642 (Cyan)	10	Bottle	₱300.00	
11	Ink, Epson 6641 (Black)	10	Bottle	₱300.00	
12	Ink, Epson 003 (Yellow)	10	Bottle	₱300.00	
13	Ink, Epson 003 (Magenta)	10	Bottle	₱300.00	
14	Ink, Epson 003 (Cyan)	10	Bottle	₱300.00	

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
One Hundred Thousand Eighty-Three Thousand Pesos Only (₱183,000.00)	PACKAGE	1	**VARIOUS OFFICE SUPPLIES**, as detailed in Annex A - Item Description

Total Price inclusive of VAT and other applicable charges in Figures:

Total Price inclusive of VAT and other applicable charges in Words: _____

Company Name:		TIN:	
Company Full Address:			
Email:		Contact No.:	
Name of Authorized Representative:		Position / Designation:	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company above in event that the quotation is accepted.

Printed Name and Signature of the Bidder	