BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

INVITATION TO BID
FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 4TH QUARTER OF CY 2024

DATE: October 04, 2024 **RIS NO.:** NCRN2024-09-407
P.R. NO.: NH-9257-24 **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	₱523,980.00

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 **October 11, 2024, 05:00 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	
Certified True Copy of Valid Tax Clearance Certificate	
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 be on 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	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND/MODEL OFFERED
1	Battery, AA	60	pcs			
2	Battery, AAA	60	pcs			
3	Cartolina, Assorted Colors	5	Pack			
4	Clip, Bulldog 2"	36	Pcs			
5	Clip, Bulldog 3"	36	Pcs			
6	Clip, Paper Vinyl Coated 1"	30	box			
7	Clip, Paper Vinyl Coated 3"	30	box			
8	Clipboard, Legal Size	5	pcs			
9	Correction Fluid, Water Base	2	Btl			
10	Correction Tape, Dry Roller w/ Case	96	Pcs			
11	Cutter/Utility Knife for general purpose	10	Pcs			
12	Disinfectant Spray	15	can			
13	DVD Rewriteable	30	pc			
14	Envelope, Expanding Kraftboard	5	box			
15	Envelope, Mailing, Ordinary PPA Logo	5	box			
16	Fastener, Metal Prong	30	box			
17	Folder, Tagboard Legal	300	pc			
18	Folder, Looseleaf	10	Pack			
19	Folder, Pressboard	7	pack			
20	Folder, Tagboard A4	300	Pcs			
21	Glue, All Purpose	20	btl			
22	Index Tab (Sign Here)	5	box			
23	Ink, Epson 003 – Black	20	btl			

24	Ink, Epson 003 – Cyan	20	btl			
25	Ink, Epson 003 – Magenta	20	btl			
26	Ink, Epson 003 – Yellow	20	btl			
27	Ink, Epson 008 – Black	10	btl			
28	Ink, Epson 008 – Cyan	10	btl			
29	Ink, Epson 008 – Magenta	10	btl			
30	Ink, Epson 008 – Yellow	10	btl			
31	Ink, Epson T6641 – Black	20	btl			
32	Ink, Epson T6642 – Cyan	20	btl			
33	Ink, Epson T6643 – Yellow	20	btl			
34	Ink, Epson T6644 – Magenta	20	btl			
35	Ink, Epson T7741 – Black	5	Btl			
36	Insecticide, Aerosol Type	20	Can			
37	Marker, Permanent Black	5	box			
38	Marker, Permanent Blue	5	box			
39	Marker, Permanent Red	5	box			
40	Marker, White Board Black	5	Box			
41	Marker, White Board Blue	5	Box			
42	Marker, White Board Red	5	box			
43	Note Pad, Post-It 2" x 3"	30	Pad			
44	Note Pad, Post-it 3" x 4"	30	Pad			
45	Paper Bond, 8-1/2" x13", SUB 20, 70gsm Legal Size	50	Ream			
46	Paper Bond, 8-1/4" x 11-3/4", SUBS 20, 70gsm A4	50	Ream			
47	Paper Bond, PPA Letterhead A4 (Internal)	10	Ream			
48	Paper Bond, PPA Letterhead A4 (External)	10	Ream			

49	Paper Copy, 8-1/2" x 13" SUBS 24 80GSM	300	Ream			
50	Paper Copy, 8-1/2" x 14", SUBS 24 80GSM	5	Ream			
51	Paper Copy, 8-1/4" x 11-3/4", SUBS 24, 80GSM	300	Ream			
52	Paper Copy, A3 SUBS 24 80GSM	5	Ream			
53	Pen, Ball Point, Black	100	pc			
54	Pen, Ball Point, Blue	100	pc			
55	Pen, Ball Point, Red	20	pc			
56	Push Pin, Hammer Head Type, Asstd. Colors	20	Box			
57	Rags, Cotton	20	Kilo			
58	Ribbon Cartridge, Epson LQ-310	50	pc			
59	Ribbon Cartridge, Epson LX-310	50	pc			
60	Ring Binder, (A4) 38mm	10	pc			
61	Ring Binder, (Legal) 38mm	10	pc			
62	Ringer Binder, (A4)	10	pc			
63	Ring Binder, (Legal) 10mm	10	pc			
64	Ring Binder, (Legal) 32mm	10	pc			
65	SIGNPEN, 0.7mm Black GEL PEN	75	pc			
66	SIGNPEN, 0.7mm Blue GEL PEN	75	Pc			
67	SIGNPEN, 0.7mm Green GEL PEN	50	Pc			
68	SIGNPEN, 0.7mm Red GEL PEN	50	Pc			
69	Stapler Remover	20	Pc			
70	Stapler Wire, #35	50	Box			
71	Tape, Masking 1"	50	Rl			
72	Tape, Packaging 2"	30	Rl			
73	Tape, Transparent 1"	50	Rl			

74	Tape, Transparent 2"	20	RI			
75	Toilet Tissue Paper, 2 Ply Jumbo	8	RI			
76	Toner Cartridge, HP W1002YC	1	Cart			
77	Toner Cartridge, HP 103A	2	Cart			
78	Toner Cartridge, HP 107A	50	Cart			
79	Toner Cartridge, HP 678 Black	4	Cart			
80	Toner Cartridge, HP 678 Tri Color	4	Cart			
81	Twine Plastic	5	rl			

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
Five Hundred Twenty Three Thousand Nine Hundred Eighty Pesos Only (₱523,980.00)	PACKAGE	1	VARIOUS OFFICE SUPPLIES
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			