



**REQUEST FOR QUOTATION  
PROCUREMENT OF VARIOUS OFFICE SUPPLIES  
FOR THE 2<sup>nd</sup> QUARTER OF 2022  
(Small Value Procurement)**

The PMO-NCR North Bids and Awards Committee (PMO-NCR NORTH BAC) will undertake a Project for the Procurement of Various Office Supplies for the 2<sup>nd</sup> Quarter of 2022, through Small Value Procurement, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project</b>	: Procurement of Various Office Supplies For the 2 <sup>nd</sup> Quarter of 2022
<b>Approved Budget for the Contract</b>	: Three Hundred Fifty Thousand Nine Hundred Sixty Pesos Only (P350,960.00)
<b>Location</b>	: PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila
<b>Delivery Date</b>	: Upon Issuance of Approved Purchase Order

Interested suppliers are required to submit their valid Mayor's/Business Permit, PhilGEPS Registration Number, Income/Business Tax Return and Omnibus Sworn Statement.

The price quotation and eligibility documents must be submitted **on or before March 15, 2022, 5:00 p.m.** to the PMO-NCR North BAC Secretariat at the PMO-NCR North Admin Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. Please submit your lowest and most responsive quotation together with the RFQ in a sealed envelope marked as follows:

The Chairperson  
PMO-NCR North Bids and Awards Committee  
Procurement of Various Office Supplies for the 2<sup>nd</sup> Quarter of 2022  
PMO-NCR North Admin. Bldg. Mel Lopez Boulevard,  
North Harbor, Tondo, Manila

The PMO-NCR North Bids and Awards Committee reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Supplier or any person.

For further information, please refer to:

The BAC Secretariat  
PMO-NCR North Bids and Awards Committee  
G/F, PMO-NCR North Admin. Bldg.,  
Mel Lopez Boulevard, North Harbor, Tondo, Manila  
Telefax No. #8245-2929

Email Address: [bac.ncrn@gmail.com](mailto:bac.ncrn@gmail.com)

Very truly yours,

  
**FRANCIS ALDRICH A. RUBIO**  
BAC Chairperson

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## REQUEST FOR QUOTATION

Date: \_\_\_\_\_

**MR. FRANCIS ALDRICH A. RUBIO**

Chairperson, Bids and Awards Committee  
 Port Management Office-NCR North  
 Administration Bldg. Mel Lopez Blvd.  
 North Harbor, Tondo, Manila

Dear Mr. Rubio;

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the " **Procurement of Various Office Supplies for the 2<sup>nd</sup> Quarter of 2022**" posted by your office, we hereby submit our proposal corresponding to your requirements.

ITEM	QTY	UNIT	ARTICLE(S) AND DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	15	PC	Computer Mouse Optical USB (A4TECH)		
2	100	PC	Battery AA		
3	75	BOX	Toner/Ink Cartridge HP 285A		
4	100	RL	Tape Transparent #1" 50mtrs/rl (CROCO)		
5	120	PC	Tape Correction w/ dispenser 5mm x 10mm		
6	25	PRS	Scissor 8-10"		
7	50	BOX	Ribbon Epson LX 310		
8	50	BOX	Ribbon Epson LQ 310		
9	72	PC	Pen whiteboard marker (red-12/black-48/blue-12)		
10	60	PC	Pen permanent marker (red-12/black-48)		
11	200	PC	Pen signpen 0.7mm (black-100/blue-100) (MYGEL)		
12	60	PC	Pen signpen green 0.7mm (MYGEL)		
13	300	PC	Pen ballpen gel ink 0.7mm black-200/blue-100) (FLEXOFFICE/HBW)		
14	25	RM	Paper ruled pad legal size 100lvs		
15	100	RM	Paper Copy legal size 80gsm S24		
16	200	RM	Paper Copy A4 size 80gsm S24		
17	50	RM	Paper bond legal size 70gsm S20		
18	50	RM	Paper bond A4 size 70gsm S20		



19	100	BKT	Notepad 3"x4" assorted colors (3M/HBW)		
20	50	BOT	Ink for stamp pad purple 50cc		
21	15	BOT	Ink Epson 003 magenta		
22	15	BOT	Ink Epson 003 yellow		
23	15	BOT	Ink Epson 003 cyan		
24	30	BOT	Ink Epson 003 black		
25	6	BOX	Ink Cartridge HP #680 tri-color		
26	10	BOX	Ink Cartridge HP #680 black		
27	5	BOX	Ink Cartridge HP#678 tri-color		
28	10	BOX	Ink Cartridge HP#678 black		
29	500	PC	Folder legal size (brown)		
30	500	PC	Folder A4 size (brown)		
31	500	PC	Envelope documentary brown A4 size		
32	30	PC	DVD-RW		
33	25	BOX	Continuous Form 11 x 9 1/2 3ply 500 sets/box 55gsm carbonless		
34	50	BOX	Clip Paper #33mm vinyl coated		
35	140	PC	CARTOLINA assorted colors (ROYGVIB 20pcs/color)		
36	5	PC	Battery C		
37	15	PC	Computer Keyboard USB (A4TECH)		
				<b>TOTAL AMOUNT</b>	

**NOTE:**

1. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least thirty (30) days from receipt of quotation and shall be binding upon the supplier within the period.
2. Delivery period shall be within fourteen (14) calendar days from receipt of Notice of Award/Purchase Order.
3. The P.O. shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
4. Terms of Payment within thirty (30) calendar days from date of acceptance.
5. Bidders shall submit with the quotations technical brochures of the products being offered.
6. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered official receipts.

7. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations.

Name of Company: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Warranty Period: \_\_\_\_\_

Price Validity: \_\_\_\_\_

After having carefully read and accepted your conditions above, I/We quote you on the item at prices specified in the quotation form.

\_\_\_\_\_  
Print Name and Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date