



PHILIPPINE  
PORTS  
AUTHORITY



## REQUEST FOR QUOTATION

(Shopping 52.1(b) )

**Name of Project** : **Supply and Delivery of Whiteboard, Corkboard and Optical USB Mouse**

**Approved Budget for the Contract** : **Php 13,300.00**

**Location** : **PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila**

**Deadline of Submission** : **April 01, 2024 05:00 PM**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their

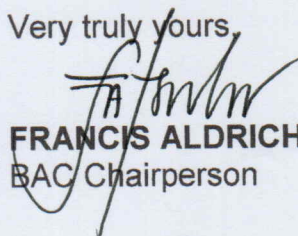
- 1. Certified True Copy of Valid Mayor's Permit**
- 2. PhilGEPS Registration Number**

Quotations shall be submitted in person to the PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

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: afarino@ppa.com.ph

Very truly yours,

  
**FRANCIS ALDRICH A. RUBIO**  
BAC Chairperson

**PORT MANAGEMENT OFFICE OF NCR NORTH**

PMO Administration Building, Mel Lopez Boulevard, North Harbor, Tondo, Manila, 1013 Philippines

Tel. No. (+632) 244.2612 FAX No. (+632) 245.2930

Email: [pmoncnorth@ppa.com.ph](mailto:pmoncnorth@ppa.com.ph) Website: [www.ppa.com.ph](http://www.ppa.com.ph)

## 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 **"Supply and Delivery of Whiteboard, Corkboard and Optical USB Mouse"** posted by your office, we hereby submit our proposal corresponding to your requirements.

ITEM	QTY	UNIT	ITEM DESCRIPTION / TECHNICAL SPECIFICATIONS	UNIT PRICE	TOTAL AMOUNT
1	4	Unit	Optical USB Mouse	₱	₱
2	1	Unit	Whiteboard, 3ft x 4ft w/ aluminum stand	₱	₱
3	1	Unit	Cork Board 3ft x 4ft	₱	₱
				<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 (60) days from receipt of quotation and shall be binding upon the supplier within the period.
2. Delivery period shall be within fourteen (14) working 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. Payments shall be made after delivery and upon submission of required supporting documents
8. 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