



**REQUEST FOR QUOTATION
PROCUREMENT OF VARIOUS OFFICE SUPPLIES
FOR THE 3RD QUARTER OF CY 2022**

The PMO-NCR North Bids and Awards Committee (PMO-NCR NORTH BAC) intends to procure various office supplies for the 3rd Quarter of CY 2022 through Small Value Procurement, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	: Procurement of Various Office Supplies For the 3rd Quarter of CY 2022
Approved Budget for the Contract	: Four Hundred Forty-Five Thousand One Hundred Sixty Pesos Only (P445,160.00)
Location	: PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila
Delivery Date	: 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 July 08, 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 3rd Quarter of CY 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

Very truly yours,



FRANCIS ALDRICH A. RUBIO
BAC Chairperson

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 3rd Quarter of CY 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	12	RI	Plastic Twine		
2	120	Pc	Battery AA		
3	100	RI	Tape Transparent #1" 50mtrs/rl		
4	72	RI	Tape masking #1" 50mtrs/rl		
5	150	Pcs	Tape Ccorrection w/ dispenser 5mm x 10m		
6	100	Box	Staple Wire #35		
7	25	Prs	Scissor 8-10" HD		
8	72	Pcs	Pen Permanent mark (red-12/black-36/blue-24)		
9	200	Pcs	Pen signpen 0.7mm (black-100/blue-100)		
10	300	Pcs	Pen ballpen gel ink 0.7mm (black-200/blue-100)		
11	5	Rm	Paper copy 8 1/2 x 14" 80gsm S24		
12	250	Rm	Paper copy A4 Size 80gsm S24		
13	120	Bkt	Noted pad 3"x4" asstd. Colors		
14	50	Bot	Ink for stamp pad purple 50cc		
15	10	Bot	Ink Epson 003 Magenta		
16	10	Bot	Ink Epson 003 Yellow		
17	10	Bot	Ink Epson 003 Cyan		
18	35	Bot	Ink Epson 003 Black		
19	12	Bot	Ink Epson #6644		

20	12	Bot	Ink Epson #6643		
21	12	Bot	Ink Epson #6642		
22	25	Bot	Ink Epson #6641		
23	6	Box	Ink Cartridge Hp #680 tri-color		
24	10	Box	Ink Cartridge HP#680 black		
25	6	Box	Ink Cartridge HP#678 Tri-color		
26	8	Box	Ink Cartridge HP#678 black		
27	25	Bot	Glue all purpose 65gsm/btl		
28	1000	Pc	Folder Legal Size (white)		
29	500	Pc	Folder A4 Size (White)		
30	100	Box	Fastener metal, safety prong		
31	500	Pc	Envelope doc, legal size brown		
32	500	Pc	Envelope doc, A4 Size brown		
33	50	Box	Cont. Form 11 x 9 1/2 3ply 500sets/box 55gsm carbonless		
34	70	Box	Clip paper #50mm vinyl coated		
35	80	Box	Clip paper #33mm vinyl coated		
36	30	Box	Clip binder/backfold #50mm		
37	50	Box	Clip binder/backfold#25mm		
38	25	Pc	Clipboard Plastic Legal Size		
39	5	Pc	Battery 9V (Rectangle Type)		
40	100	Pc	Battery AAA		
41	75	Box	Toner/Ink Cartridge HP285A		
				TOTAL AMOUNT	

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