



PHILIPPINE  
PORTS  
AUTHORITY



**REQUEST FOR QUOTATION  
FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF VARIOUS OFFICE  
SUPPLIES FOR THE 4<sup>th</sup> QUARTER OF CY 2023**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) intends to procure supply and delivery of various office supplies for the 4th quarter of CY 2023 through Shopping, in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project</b>	: Supply and Delivery of Various Office Supplies for the 4 <sup>th</sup> Quarter of CY 2023
<b>Approved Budget for the Contract</b>	: Nine Hundred Ninety-Nine Thousand One Hundred Nine Pesos Only (₱ 999,109.00)
<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 and current Mayor's/Business Permit, PhilGEPS Registration Number, Income/Business Tax Return and Duly Signed Omnibus Sworn Statement.**

The price quotation and eligibility documents must be submitted **on or before October 26, 2023, 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  
Supply and Delivery of Various Office Supplies for the 4th Quarter of CY 2023  
PMO-NCR North Admin. Bldg. Mel Lopez Boulevard,  
North Harbor, Tondo, Manila

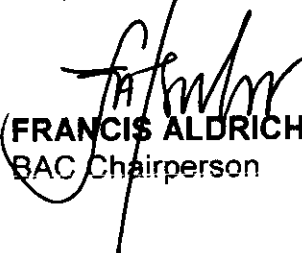
The PMO-NCR North Bids and Awards Committee reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring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

## 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 Various Office Supplies for 4<sup>th</sup> Quarter of CY 2023"** 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	60	Pcs	White Board Marker (Blue)	₱	₱
2	71	Pcs	White Board Marker (Black)	₱	₱
3	3	RI	Tissue Jumbo Roll	₱	₱
4	16	RI	Tape, Transparent #2"	₱	₱
5	129	RI	Tape, Transparent #1"	₱	₱
6	16	RI	Tape, Packaging #2"	₱	₱
7	16	RI	Tape, Masking #2"	₱	₱
8	92	RI	Tape, Masking #1"	₱	₱
9	5	Pcs	Tape Dispenser	₱	₱
10	82	Pcs	Sticky Note 3 x 4	₱	₱
11	25	Pcs	Steno Notebook	₱	₱

12	37	Pcs	Staple Wire Remover	P	P
13	5	Box	Staple Wire 13mm	P	P
14	5	Box	Staple Wire 10mm	P	P
15	122	Box	Staple Wire #35	P	P
16	2	Pc	Stamp Pad Ink (Purple)	P	P
17	8	Pc	Stamp Pad Ink (Blue)	P	P
18	10	Pc	Stamp Pad Ink (Black)	P	P
19	8	Pcs	Stamp Pad Felt	P	P
20	39	Pcs	Scissors, Heavy Duty	P	P
21	3	Pcs	Ruler 12"	P	P
22	12	Box	Rubber Band (Big)	P	P
23	24	Pc	Ring Binder (Legal) 38mm	P	P
24	10	Pc	Ring Binder (Legal) 32mm	P	P
25	30	Pc	Ring Binder (Legal) 10mm	P	P
26	50	Pc	Ring Binder (A4) 38mm	P	P
27	10	Pc	Ring Binder (A4) 32mm	P	P
28	95	Pc	Record Book Official 300pgs	P	P
29	100	Pc	PVC Book Binding Cover (Legal) Clear	P	P
30	100	Pc	PVC Book Binding Cover (A4) Clear 200gsm	P	P

31	2	RI	Plotter Paper 80gsm/102 microns (4.0mil) 36" x 150ft (914mm x 473.5m) 2" core	P	P
32	21	Pk	Photo Paper Premium Glossy – A4 (235G/M2)	P	P
33	22	Pc	Pentel Pen (Blue)	P	P
34	108	Pc	Pentel Pen (Black)	P	P
35	48	Pc	Pen Signpen Ink 0.7mm (Green) (Pilot)	P	P
36	100	Pc	Pen Signpen Ink 0.7mm (Blue) (Pilot)	P	P
37	150	Pc	Pen Signpen Ink 0.7mm (Black) (Pilot)	P	P
38	12	Pc	Pen Ball Ink 0.7mm (Red)	P	P
39	407	Pc	Pen Ball Ink 0.7mm (Blue)	P	P
40	513	Pc	Pen Ball Ink 0.7mm (Black)	P	P
41	5	Ream	Paper Copy Letter 80gsm S24	P	P
42	595	Ream	Paper Copy Legal 80gsm S24	P	P
43	870	Ream	Paper Copy A4 80gsm S24	P	P
44	5	Ream	Paper Copy A3 80gsm S24	P	P
45	20	Ream	Paper Colored A4 Size 80gsm (Yellow)	P	P
46	20	Ream	Paper Colored A4 Size 80gsm (Blue)	P	P
47	60	Pc	Notepad 2" x 3" asstd. colors	P	P
48	10	Pc	Marker (CD, DVD, BD.) 0.7mm blue	P	P
49	160	Pc	Letter Envelope	P	P

50	1	Ream	Laminating Film Legal Size 250 Microns	P	P
51	30	Pk	Laid Paper 8.5" x 13" 100gsm cream 20s/pack	P	P
52	6	Pad	Intermediate Yellow Pad Paper	P	P
53	5	Bot	Ink Epson 774 (Yellow)	P	P
54	5	Bot	Ink Epson 774 (Magenta)	P	P
55	5	Bot	Ink Epson 774 (Black)	P	P
56	40	Bot	Ink Epson 6644 (Yellow)	P	P
57	35	Bot	Ink Epson 6643 (Magenta)	P	P
58	35	Bot	Ink Epson 6642 (Cyan)	P	P
59	75	Bot	Ink Epson 6641 (Black)	P	P
60	5	Bot	Ink Epson 008 (Yellow)	P	P
61	5	Bot	Ink Epson 008 (Magenta)	P	P
62	5	Bot	Ink Epson 008 (Cyan)	P	P
63	5	Bot	Ink Epson 008 (Black)	P	P
64	69	Bot	Ink Epson 003 (Yellow)	P	P
65	69	Bot	Ink Epson 003 (Magenta)	P	P
66	69	Bot	Ink Epson 003 (Blue)	P	P
67	129	Bot	Ink Epson 003 (Black)	P	P
68	240	Box	Index tabs, clear, self adhesive	P	P

69	95	Pc	Index Tab Flags	P	P
70	65	Box	HP 85A Black Original Laserjet Toner Cartridge	P	P
71	5	Box	HP 103A Toner	P	P
72	103	Pc	Highlighter (Assorted)	P	P
73	66	Bot	Glue All Multi-purpose 40ml/bottle (Elmer's)	P	P
74	730	Pc	Folder Pressboard Legal Size (Green)	P	P
75	700	Pc	Folder Legal Size (White)	P	P
76	300	Pc	Folder A4 Size (White)	P	P
77	10	Pc	File Magazine	P	P
78	100	Box	Fastener w/ metal safety prong	P	P
79	360	Pc	Expanded Envelope with strap	P	P
80	40	Unit	Epson LX-310 Ribbon Cartridge	P	P
81	40	Unit	Epson LQ-310 Ribbon Cartridge	P	P
82	1000	Pc	Envelope Document Brown Long	P	P
83	500	Pc	Envelope Document Brown A4	P	P
84	45	RI	Double Sided Tape 1"	P	P
85	20	Can	Disinfectant Spray 510g (Lysol)	P	P
86	25	Pc	Cutter Heavy Duty	P	P
87	300	Pc	Correction Tape w/ Dispenser	P	P

88	5	Bot	Correction Fluid	₱	₱
89	60	Box	Continous Form 11 x 9 ½ 3ply 500set/box 55gsm carbonless	₱	₱
90	7	Pc	Computer Mouse USB (A4Tech)	₱	₱
91	5	Pc	Computer Keyboard USB (A4Tech)	₱	₱
92	40	Box	Clip Paper #50mm vinyl coated	₱	₱
93	145	Box	Clip Paper #32mm vinyl coated	₱	₱
94	15	Pc	Clip Board A4	₱	₱
95	50	Box	Clip Binder/Backfold (32mm)	₱	₱
96	55	Box	Clip Binder/Backfold (25mm)	₱	₱
97	127	Box	Clip Binder/Backfold (50mm)	₱	₱
98	50	Box	Clip Binder/Backfold (15mm)	₱	₱
99	10	Pcs	Clear Book A4	₱	₱
100	30	Pcs	Cartolina (Light Blue Color)	₱	₱
101	20	Pcs	Cartolina (Assorted Color) 5pcs per color	₱	₱
102	14	Box	Bulldog Clip #75mm	₱	₱
103	10	Box	Bulldog Clip #50mm	₱	₱
104	15	Can	Baygon 600ml	₱	₱
105	50	PC	Battery AAA	₱	₱
106	50	PC	Battery AA	₱	₱



107	250	Pc	Archfile 2 Rings Long (3" Thickness)	₱	₱
108	30	Pc	3D Ring Binder (A4 Size)	₱	₱
				<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 seven (7) 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