



## REQUEST FOR QUOTATION

1. The Philippine Ports Authority, PMO NCR North through its Bids and Awards Committee (BAC NCRN), will undertake **“Procurement of 4th Quarter CY 2018 Office Supply Requirements for PPA PMO NCR North”** in accordance with Section 52.1.b of the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:
  - a. Name of Project : Procurement of 4th Quarter Office Supply Requirements CY 2018 for PPA PMO NCR North
  - b. PR No. : NH 5649-18
  - c. Delivery Site : Philippine Ports Authority, PMO-NCR North Administration Bldg., Radial Road 10, North Harbor, Tondo, Manila
  - d. Approved Budget for the Contract : Php 376,000.00
  - e. Source of Fund : PPA Corporate Funds
2. The duly accomplished Price Quotation Form (Annex “A”) and the certified true copy of the following documents must be placed in a sealed envelope and submitted in accordance with Item No. 3 hereof:
  - a. Mayor’s /Business Permit
  - b. PhilGEPS Registration Number

Non-submission of any of the above required documents shall be a ground for disqualification.

3. All quotations may be submitted by email at [bac.ncrn@gmail.com](mailto:bac.ncrn@gmail.com), courier or hand carried on or before **5:00 p.m. of November 27, 2018** to the Supply Unit, G/F, PPA PMO-NCR North Administration Bldg., Marcos Road, North Harbor, Tondo, Manila addressed to:

**ORVILLE A. ODICTA**  
Chairperson  
BAC -NCRN  
PMO-NCR North,  
Radial Road 10, North Harbor,  
Tondo, Manila

4. All quotations shall be inclusive of the applicable 12% Value Added Tax (VAT) and shall be valid for a period of ninety (90) days from the deadline of submission of quotations.
5. Quotations shall be made on items that are available on supplier’s stock ONLY.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or his/her duly authorized representative.

7. Prospective bidder shall be a duly licensed Filipino citizen/sole proprietorship, partnership, corporation, cooperative duly organized under the laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino business partner.
8. PMO-NCR North reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein, and to accept quotation as may be considered advantageous to the government.
9. Award shall be given to the lowest submitted quotation per item.
10. For further information, you may contact, **MR. ROBERTO R. TAN**, Head, BAC Secretariat at Telephone No. **245-2929**.

**Sgd. ORVILLE A. ODICTA**

Chairperson

BAC NCRN

DATE OF POSTING: PPA & DBM Websites, **November 22-26 , 2018**  
PPA's Conspicuous places