



**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE 4TH
QUARTER OF CY 2020**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) will undertake a procurement of Various Office Supplies for the 4th Quarter of CY 2020, 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 4th Quarter CY 2020**

Approved Budget for the Contract : Five Hundred Fifty Thousand Pesos (P550,000.00)

Location : PMO-NCR North Admin. Bldg., Radial Road 10, North Harbor, Tondo, Manila

Delivery Date : Upon Issuance of Approved Purchase Order (P.O)

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

The price quotation and eligibility documents must be submitted **on or before November 26, 2020, 5:00 p.m.** to the PMO-NCR North BAC Secretariat at the PMO-NCR North Admin Bldg., Radial Road 10, 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 Internet Service Provider with
100-Mbps Bandwidth
PMO-NCR North Admin. Bldg., Radial Road 10,
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.,
Radial Road 10, 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 Managent Office-NCR North

Administration Bldg., Radial Road 10

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 4th Quarter of CY 2020**" 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	100	PC	Battery AAA		
2	50	PC	Flashdrive USB 16GB		
3	12	BOX	Toner/Print Cart HP W1002YC		
4	120	BOX	Toner/Print Cart HP 285A		
5	12	RL	Tape Transparent #2" 50mtrs/roll		
6	100	RL	Tape Transparent #1" 50mtrs/roll		
7	30	RL	Tape packaging #2" 50mtrs/roll		
8	25	RL	Tape Masking #2" 50mtrs/roll		
9	50	RL	Tape Masking #1" 50mtrs/roll		
10	200	PC	Tape correction w/ dispenser (5mmx10mm)		
11	75	PC	Staple Wire #35		
12	15	PC	Stamp Pad felt (4x6"/5x8")		
13	25	PRS	Scissors #8"		
14	75	BOX	Rubber Band #16		
15	10	PC	Ring Binder Plastic "1		
16	10	PC	Ring Binder Plastic ¾"		
17	75	BOX	Ribbon Epson LQ310		
18	30	KLG	Rags All Cotton		
19	10	BOX	Pin push pin col. 100pcs/box		
20	120	PC	Pen Permanent marker (96black/12blue/12red)		
21	24	PC	Pen Signpen 0.7 Red		
22	60	PC	Pen Signpen 0.7 Green		
23	200	PC	Pen Signpen 0.7(black100/blue50/red50)		
24	500	PC	Pen ballpen (black400/blue50/red50)		
25	150	RM	Paper copy legal size 80gsm/S24		
26	300	RM	Paper Copy A4 Size 80gsm/S24		

27	30	RM	Paper Bond Legal Size 70gsm/S20		
28	30	RM	Paper bond A4 Size 70gsm/S20		
29	50	PAD	Note pad 3"x4" asstd. Col.		
30	15	BOT	Ink Epson 003 - Magenta		
31	15	BOT	Ink Epson 003 - Yellow		
32	15	BOT	Ink Epson 003 - Cyan		
33	35	BOT	Ink Epson 003 - Black		
34	15	BOT	Ink Epson T664 4 Magenta		
35	15	BOT	Ink Epson T664 3 Yellow		
36	10	BOT	Ink Epson T664 2 Cyan		
37	25	BOT	Ink Epson T664 1 Black		
38	24	BOT	Glue All Purpose 65gms/btl		
39	500	PC	Folder pressboard, green, legal size		
40	1000	PC	Folder Tagboard Legal Size		
41	50	BOX	Fastener Metal Safety Prong		
42	500	PC	Envelope Documentary brown Legal Size (10x15)		
43	74	BOX	Continuous Form 11 x 9 1/2" 3 Ply Carbon less 55 gsm 500sets/box		
44	25	BOX	Clip binder #2" 12pcs/box		
45	50	BOX	Clip binder #1" 1/4" 12pcs/box		
46	50	BOX	Clip binder #1" 12pcs/box		
47	50	BOX	Clip binder # 3/4" 12pcs/box		
48	60	BOX	Clip paper vinyl coated 50mm		
49	50	BOX	Clip paper vinyl coated 33mm		
50	20	PC	Battery C		
51	250	PC	Battery AAA		
52	15	PC	Stapler Heavy Duty		

Very truly yours,

Signature Over Printed Name

Position/Designation

Name of Company

Contact Numbers

Company Address

Email Address