



**PHILIPPINE  
PORTS  
AUTHORITY**



**REQUEST FOR QUOTATION  
FOR THE SUPPLY, PRINTING AND DELIVERY OF COPY PAPER AND MAILING  
ENVELOPE WITH PPA LETTERHEAD**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) intends to procure supply, printing and delivery of copy paper and mailing envelope with PPA letterhead 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, Printing and Delivery of Copy Paper and Mailing Envelope with PPA Letterhead
<b>Approved Budget for the Contract</b>	: Fifty Seven Thousand Pesos Only (₱ 57,000.00)
<b>Location</b>	: PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila
<b>Delivery Date</b>	: Upon Issuance of Approved Contract

Interested suppliers are required to submit their **valid** and **current Mayor's/Business Permit** and **PhilGEPS Registration Number**.

The price quotation and eligibility documents must be submitted **on or before December 06, 2023, 10:00 a.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, Printing and Delivery of Copy Paper and  
Mailing Envelope with PPA Letterhead  
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.,  
Mei 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, Printing and Delivery of Copy Paper and Mailing Envelope with PPA Letterhead**" 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	2	box	Mailing Envelope, w/ PPA Logo & Design 500s/box	₱	₱
2	5	ream	Copy Paper, w/ PPA Logo & Design 80gsm, Subs 24 Legal (External Use)	₱	₱
3	25	ream	Copy Paper, w/ PPA Logo & Design 80gsm, Subs 24 A4 (Internal Use)	₱	₱
4	5	ream	Copy Paper, w/ PPA Logo & Design 80gsm, Subs 24 A4 (External Use)	₱	₱
5	5	ream	Copy Paper, w/ PPA Logo & Design 80gsm, Subs 24 Legal (Internal Use)	₱	₱
				<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