



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 4TH QUARTER 2025

DATE: December 12, 2025
P.R. NO.: NH-9889-25

RIS NO.: NCRN2025-11-469
Mode of Procurement: Sec. 34 Small Value Procurement

Sir/Madam:

The PPA PMO-NCR North, through its Bids and Awards Committee (BAC), invites interested bidders to quote for the following item/s or project in accordance with the above stated procurement mode of the Implementing Rules and Regulation of the Republic Act No. 12009 also known as New Government Procurement Act.

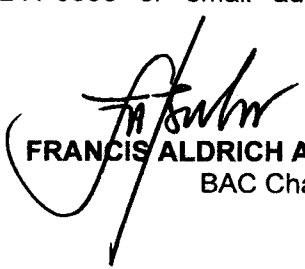
PACKAGE NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	VARIOUS OFFICE SUPPLIES, as detailed in Annex A - Item Description	₱385,326.80

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this Request for Quotation. Submit your **sealed quotation/documents** duly signed by you or your duly authorized representative not later than **December 17, 2025, 05:00 PM** to PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg. Mel Lopez Blvd., North Harbor, Tondo Manila. In the event the deadline for the submission and receipt of bids falls on a day where work is suspended due to inclement weather or other fortuitous or unforeseen events, the deadline shall be automatically moved to the next working day, not later than 12:00 noon. **Quotation/documents sent through electronic mail will not be considered.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	REMARKS
Certified True Copy or Electronic Copy with QR Code of Valid Mayor's Permit	
PhilGEPS indicating the Registration Number	
Duly Signed and Notarized Omnibus Sworn Statement "Annex C" (Indicate the complete and exact Project Name)	

For any clarification, you may contact us at Telephone No. 8241-3858 or email address at bac.ncrn@gmail.com


FRANCIS ALDRICH A. RUBIO
BAC Chairperson

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form;
2. **Partial Quotation is not permitted.**
3. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least **sixty (60) calendar days** from receipt of quotation and shall be binding upon the supplier within the period;
4. Delivery period shall be within **seven (7) working days** from receipt of Notice of Award/Purchase Order;
5. The P.O. shall be awarded to the Most Economically Advantageous Responsive Bid (MEARB), Most Advantageous Responsive Bid (MARB) or, at the discretion of the BAC whichever is **most advantageous to the government**. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
6. Terms of payment is within **thirty (30) working days** from date of actual and complete delivery, acceptance by the end-user/s and upon submission of the required complete supporting documents;
7. Bidders shall submit the quotations together with the technical brochures of the products being offered, if applicable;
8. Quotation lacking the requested information in this RFQ or clearly failing to meet the RFQ requirements may be disregarded;
9. The delivery of the item/s must be on the scheduled date and time of the PMO-NCN and shall be acknowledged upon inspection to confirm the compliance with the technical specifications;
10. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered sales invoice;
11. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC;
12. In case of delay and default, the supplier shall be charged liquidated damages amounting to 1/10 of 1% of the cost of delayed service for every day of delay, pursuant to Sec. 98 of the IRR-A of R.A. 12009;
13. In case of failure to deliver or capricious and whimsical refusal to accept the award / purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier; and
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	ITEM DESCRIPTION /SPECIFICATION	QTY	UOM	UNIT PRICE	TOTAL COST	BRAND/ MODEL OFFERED
1	CONTINUOUS FORM, 11X9 ½ 3PLY 500SETS/BOX	80	BOX			
2	LAMINATING FILM (286mm x 100mm)	4	rolls			
3	TONER CARTRIDGE, HP#85A BLACK	30	pc			
4	DVD - Rw 4.7gb 4x speed	30	pc			
5	DVD - R 4.7gb 16x	30	pc			
6	FLASHDRIVE, 16 GB USB (pc)	24	pc			
7	INK, BROTHER BT5000 - CYAN	20	pc			
8	INK, BROTHER BT5000 - MAGENTA	20	pc			
9	INK, BROTHER BT5000 - YELLOW	20	pc			
10	INK, BROTHER D60 - BLACK	20	pc			
11	TONER CARTRIDGE, HP107A	50	pc			
12	Photo Paper Premium Glossy -A4 (235G/M2)	10	pack			
13	Paper Bond, A4 size col. Blue	10	ream			
14	Paper Bond, A4 size col. Yellow	10	ream			
15	1/2 INDEX CARD	5	pack			
16	RED PADDING GLUE	5	pack			
17	AIR FRESHENER	30	pc			
18	INK, EPSON 003 - YELLOW	15	PC			
19	INK, EPSON 003 - MAGENTA	15	PC			
20	INK, EPSON 003 - CYAN	15	PC			
21	BATTERY, AA	48	PC			
22	BATTERY, AAA	40	PC			
TOTAL						

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
Three Hundred Eighty-Five Thousand Three Hundred Twenty-Six and 80/100 Pesos Only (P385,326.80)	PACKAGE	1	VARIOUS OFFICE SUPPLIES
Total Price inclusive of VAT and other applicable charges in Figures:			
Total Price inclusive of VAT and other applicable charges in Words:			

Company Name:		TIN:	
Company Full Address:			
Email:		Contact No.:	
Name of Authorized Representative:		Position / Designation:	
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company above in event that the quotation is accepted.			
Printed Name and Signature of the Bidder			