

REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC), will undertake procurement of various ordinary or regular office supplies and equipment not available in the Department of Budget and Management-Procurement Service (DBM-PS) for use of PPA Calatagan Port Services and PPA Nasugbu Port Services through Shopping in accordance with Section 52.1(b) of the 2016 Revised IRR of RA 9184. The details of the project are the following:

- a. Name of Project : **Supply/Delivery of Various Ordinary or Regular Office Supplies and Equipment not available in the DBM-PS for use of PPA Calatagan Port Services and PPA Nasugbu Port Services**
- b. Reference No. : **BAC-BGS-002ASTU-2024 BAC-BGS-003ASTU-2024
BAC-BGS-002BSTU-2024 BAC-BGS-003BSTU-2024**
- c. Approved Budget : **Php 187,746.00**
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description :

e.1 PPA Calatagan Port Services

Item No.	Qty.	Unit	Items and Specifications	Cost	
				Unit	Total
1	2	box	Ballpen, Black, retractable (12 pcs per box)	76.00	152.00
2	2	box	Ballpen, Blue, retractable (12 pcs per box)	76.00	152.00
3	1	box	Clip, Backfold, 19mm (3/4") 12 pcs per box	30.00	30.00
4	1	pc	Correction Tape, 8mx5mm	26.00	26.00
5	1	box	Fastener, Metal 70mm between prongs, 50 sets per box	55.00	55.00
6	1	btl	Glue, 130g. Multi purpose glue	82.00	82.00
7	1	pc	Marker, permanent, bullet type, point: medium, black	47.00	47.00
8	1	pad	Note Pad Stick On 2x3, 100 sheets per pad	20.00	20.00
9	1	box	Paper Clip, 33mm, 100 pcs per box or 52 grams	17.00	17.00
10	1	box	Paper Clip, 50mm, 100 pcs per box or 120 grams	32.00	32.00
11	5	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	268.00	1,340.00
12	4	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	235.00	940.00

13	1	box	Pencil #2 (12's)	107.00	107.00
14	1	box	Sign Pen, Black, liquid/gel in, 0.5mm needle tip (12 pcs per box)	258.00	258.00
15	2	box	Staple Wire, Standard (leg length 6mm) 5000 staple per box	60.00	120.00
16	4	roll	Tape, Transparent, Width: 24mm, Usable length: 50 meters	26.00	104.00
17	2	roll	Tape, Packaging, Width: 48mm, Usable length: 50 meters	37.00	74.00
18	21	pad	1/4 Pad Paper, 100mm x 125mm, 80 leaves, 60 GSM	27.00	567.00
19	1	unit	Calculator, 2 way power, 12 digits, Regular percentage calculations, Two way power, Extra large display, Dim (DxWxH): 158x151x32mm	400.00	400.00
20	1	unit	Puncher, Paper, (Heavy Duty) with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheets of 70gsm Multipurpose Paper	228.00	228.00
21	2	pc	Ruler, Plastic 300mm	52.00	104.00
22	1	unit	Printer - Colored (scanner/photocopier type) - Print, Scan, Copy, Fax with ADF - 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Black, Cyan, Magenta, Yellow) - 5760 x 1440 dpi maximum print resolution - 25 – 400 % copying reduction/enlargement - 600 x 600 dpi maximum copy resolution - Legal maximum copy size - Flatbed colour image scanner - 1200 x 2400 dpi scanning optical resolution - 216 x 297 mm maximum scan area	15,950.00	15,950.00
23	1	unit	Mouse (optical) USB Type	250.00	250.00
24	1	unit	Keyboard, USB Type	440.00	440.00
25	1	unit	Desktop Computers Processor: Intel i5 11400 Mother Board: H510M Board RAM: 8GB DDR4 2666MHZ Solid State Device (SSD): 240GB Capacity Hard Disk Drive: 1TB Capacity Monitor: 24" 75Hz Frameless Monitor Input Device: USB Keyboard/Mouse Casing: Tempered Casing 4pcs RGB LED Fan 500watts True reted PSU	40,500.00	40,500.00
Total Amount (in Php)					61,995.00

e.2 PPA Nasugbu Port Services

Item No.	Qty.	Unit	Items and Specifications	Cost	
				Unit	Total
1	2	box	Ballpen, Black, retractable (12 pcs per box)	76.00	152.00
2	2	box	Ballpen, Blue, retractable (12 pcs per box)	76.00	152.00
3	1	box	Clip, Backfold, 19mm (3/4") 12 pcs per box	30.00	30.00
4	2	pc	Correction Tape, 8mx5mm	26.00	52.00
5	1	pack	Envelope, documentary, A4 size, 100 pcs per pack	270.00	270.00
6	2	pack	Folder, Tagboard for A4 size documents, 100pcs/pack	570.00	1,140.00
7	2	box	Fastener, Metal 70mm between prongs, 50 sets per box	55.00	110.00
8	1	pc	Marker, permanent, bullet type, point: medium, black	47.00	47.00
9	2	pad	Note Pad Stick On 2x3, 100 sheets per pad	20.00	40.00
10	2	box	Paper Clip, 33mm, 100 pcs per box or 52 grams	17.00	34.00
11	1	box	Paper Clip, 50mm, 100 pcs per box or 120 grams	32.00	32.00
12	10	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	268.00	2,680.00
13	10	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	235.00	2,350.00
14	1	box	Pencil #2 (12's)	107.00	107.00
15	1	box	Sign Pen, Black, liquid/gel in, 0.5mm needle tip (12 pcs per box)	258.00	258.00
16	5	box	Staple Wire, Standard (leg length 6mm) 5000 staple per box	60.00	300.00
17	5	roll	Tape, Transparent, Width: 24mm, Usable length: 50 meters	26.00	130.00
18	2	roll	Tape, Packaging, Width: 48mm, Usable length: 50 meters	37.00	74.00
19	103	pad	1/4 Pad Paper, 100mm x 125mm, 80 leaves, 60 GSM	27.00	2,781.00
20	1	unit	Calculator, 2 way power, 12 digits, Regular percentage calculations, Two way power, Extra large display, Dim (DxWxH): 158x151x32mm	400.00	400.00
21	1	unit	Puncher, Paper, (Heavy Duty) with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheets of 70gsm Multipurpose Paper	228.00	228.00
22	2	pc	Ruler, Plastic 300mm	52.00	104.00

23	2	unit	Printer - Colored (scanner/photocopier type) - Print, Scan, Copy, Fax with ADF - 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Black, Cyan, Magenta, Yellow) - 5760 x 1440 dpi maximum print resolution - 25 – 400 % copying reduction/enlargement - 600 x 600 dpi maximum copy resolution - Legal maximum copy size - Flatbed colour image scanner - 1200 x 2400 dpi scanning optical resolution - 216 x 297 mm maximum scan area	15,950.00	31,900.00
24	2	unit	Mouse (optical) USB Type	250.00	500.00
25	2	unit	Keyboard, USB Type	440.00	880.00
26	2	unit	Desktop Computers Processor: Intel i5 11400 Mother Board: H510M Board RAM: 8GB DDR4 2666MHZ Solid State Device (SSD): 240GB Capacity Hard Disk Drive: 1TB Capacity Monitor: 24" 75Hz Frameless Monitor Input Device: USB Keyboard/Mouse Casing: Tempered Casing 4pcs RGB LED Fan 500watts True reted PSU	40,500.00	81,000.00
Total Amount (in Php)					125,751.00

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**

g. Delivery Period : Within **TEN (10)** days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.


- Addition to the above-mentioned required documents, interested supplier must submit a Certificate of Green Procurement for Item Nos. 11 and 12 for PPA Calatagan Port Services and Item Nos. 12 and 13 for PPA Nasugbu Port Services. Non-submission shall be a ground for disqualification for said items.
- The duly accomplished **Price Quotation Form (Annex "A")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid PhilGEPS Registration / Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 29 February 2024** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
8. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
10. For the information, you may contact **Genesis Arn A Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.



JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN
 Chairperson, PMOB-BAC
 Philippine Ports Authority
 Port Management Office of Batangas
 PPA Administration Building,
 Port Access Road, Calicanto,
 Batangas City 4200

Dear Mr. Panganiban,

We hereby submit our quotation for the procurement of the project, entitled: **Supply/Delivery of Various Ordinary or Regular Office Supplies and Equipment not available in the DBM-PS for use of PPA Calatagan Port Services and PPA Nasugbu Port Services** to wit:

e.1 PPA Calatagan Port Services

Item No.	Qty.	Unit	Items and Specifications	Cost	
				Unit	Total
1	2	box	Ballpen, Black, retractable (12 pcs per box)		
2	2	box	Ballpen, Blue, retractable (12 pcs per box)		
3	1	box	Clip, Backfold, 19mm (3/4") 12 pcs per box		
4	1	pc	Correction Tape, 8mx5mm		
5	1	box	Fastener, Metal 70mm between prongs, 50 sets per box		
6	1	btl	Glue, 130g. Multi purpose glue		
7	1	pc	Marker, permanent, bullet type, point: medium, black		
8	1	pad	Note Pad Stick On 2x3, 100 sheets per pad		
9	1	box	Paper Clip, 33mm, 100 pcs per box or 52 grams		
10	1	box	Paper Clip, 50mm, 100 pcs per box or 120 grams		
11	5	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)		
12	4	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)		
13	1	box	Pencil #2 (12's)		
14	1	box	Sign Pen, Black, liquid/gel in, 0.5mm needle tip (12 pcs per box)		
15	2	box	Staple Wire, Standard (leg length 6mm) 5000 staple per box		
16	4	roll	Tape, Transparent, Width: 24mm, Usable length: 50 meters		

17	2	roll	Tape, Packaging, Width: 48mm, Usable length: 50 meters		
18	21	pad	1/4 Pad Paper, 100mm x 125mm, 80 leaves, 60 GSM		
19	1	unit	Calculator, 2 way power, 12 digits, Regular percentage calculations, Two way power, Extra large display, Dim (DxWxH): 158x151x32mm		
20	1	unit	Puncher, Paper, (Heavy Duty) with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheets of 70gsm Multipurpose Paper		
21	2	pc	Ruler, Plastic 300mm		
22	1	unit	Printer - Colored (scanner/photocopier type) - Print, Scan, Copy, Fax with ADF - 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Black, Cyan, Magenta, Yellow) - 5760 x 1440 dpi maximum print resolution - 25 – 400 % copying reduction/enlargement - 600 x 600 dpi maximum copy resolution - Legal maximum copy size - Flatbed colour image scanner - 1200 x 2400 dpi scanning optical resolution - 216 x 297 mm maximum scan area		
23	1	unit	Mouse (optical) USB Type		
24	1	unit	Keyboard, USB Type		
25	1	unit	Desktop Computers Processor: Intel i5 11400 Mother Board: H510M Board RAM: 8GB DDR4 2666MHZ Solid State Device (SSD): 240GB Capacity Hard Disk Drive: 1TB Capacity Monitor: 24" 75Hz Frameless Monitor Input Device: USB Keyboard/Mouse Casing: Tempered Casing 4pcs RGB LED Fan 500watts True reted PSU		
			Total Amount (in Php)		

e.2 PPA Nasugbu Port Services

Item No.	Qty.	Unit	Items and Specifications	Cost	
				Unit	Total
1	2	box	Ballpen, Black, retractable (12 pcs per box)		
2	2	box	Ballpen, Blue, retractable (12 pcs per box)		
3	1	box	Clip, Backfold, 19mm (3/4") 12 pcs per box		
4	2	pc	Correction Tape, 8mx5mm		
5	1	pack	Envelope, documentary, A4 size, 100 pcs per pack		
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			- Flatbed colour image scanner - 1200 x 2400 dpi scanning optical resolution - 216 x 297 mm maximum scan area		
24	2	unit	Mouse (optical) USB Type		
25	2	unit	Keyboard, USB Type		
26	2	unit	Desktop Computers Processor: Intel i5 11400 Mother Board: H510M Board RAM: 8GB DDR4 2666MHZ Solid State Device (SSD): 240GB Capacity Hard Disk Drive: 1TB Capacity Monitor: 24" 75Hz Frameless Monitor Input Device: USB Keyboard/Mouse Casing: Tempered Casing 4pcs RGB LED Fan 500watts True reted PSU		
			Total Amount (in Php)		

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address