



REQUEST FOR QUOTATION

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 office supplies not available in the DBM-PS** 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 Office Supplies not Available in the DBM-PS for use of PMO Batangas including TMOs**
- b. Reference No. : **RFQ-25-RIS-18219**
- c. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- d. Item Description/ Specification

Item No.	Item Description/Specification	Qty.	Unit	Unit cost	Total cost
1	Arch Lever File (Legal), H-35 cm; W-28.5 cm; Thickness-8 cm Vertical (Color: Royal Blue)	25	pcs	160.00	4,000.00
2	Arch Lever File (Legal), H-35 cm; W-28.5 cm; Thickness-5.5 cm Vertical (Color: Red)	30	pcs	160.00	4,800.00
3	Arch Lever File (Legal), H-24 cm; W-39.5 cm; Thickness-8.5 cm Horizontal (Color: Navy Blue)	15	pcs	160.00	2,400.00
4	Ballpen Black , retractable	160	pcs	15.00	2,400.00
5	Ballpen Blue , retractable	160	pcs	15.00	2,400.00
6	Calculator, 2 way power, 12 digits	12	pcs	500.00	6,000.00
7	Carbon Film, Blue (Legal Size) , Permafilm	5	pack	720.00	3,600.00
8	Continuous Form 4 ply, 280x 241 mm, 1000 sets per box, Carbonless	50	box	1,300.00	65,000.00
9	Correction Tape	24	pcs	40.00	960.00
10	Data File Box, Double , Color- Navy Blue	30	pcs	195.00	5,850.00
11	DVD R with case	20	pcs	80.00	1,600.00
12	Envelope, Expanding Legal Size	100	pcs	25.00	2,500.00
13	Envelope, Mailing, White, Trojan No. 10 (Printer's Grade) 500 pcs per box	2	boxes	600.00	1,200.00
14	Eraser, Mars plastic 526 50 size: 65x23x13mm	24	pcs	100.00	2,400.00
15	External Hard Drive 1 TB	5	pcs	4,000.00	20,000.00
16	Fastener, Plastic 70mm between prongs, 50 sets per box	20	box	40.00	800.00
17	Flash Drive 16 GB	10	pcs	450.00	4,500.00
18	Folder, Tagboard for A4 size documents, 100 pcs/pack	3	pack	600.00	1,800.00
19	Laminating Film (250micronx100mmx100m)	2	roll	1,000.00	2,000.00
20	Notepad, Stick-On 2x3, 100 sheets per pad	10	pads	20.00	200.00
21	Notepad, Stick-On 3x3, 100 sheets per pad	10	pads	30.00	300.00
22	Notepad, Stick-On 3x4, 100 sheets per pad	10	pads	40.00	400.00
23	Paper (Copy) A3size, subs. 24, 80 gsm imported materials super white zero paper dust, long grain quality	5	ream	650.00	3,250.00
24	Paper, Specialty Board Color: White, Size: 8 1/2 x 13, 220 GSM (10sheets)	10	pack	50.00	500.00
25	Paper, Laid, White Legal Size , 100 GSM , 20 sheets	20	pack	80.00	1,600.00
26	Peerless Box (original) 24"x15"x11"	200	pcs	200.00	40,000.00
27	PVC Binding Film, Legal Size (217x331mm), 100 sheets	2	pack	800.00	1,600.00

PORT MANAGEMENT OFFICE OF BATANGAS

Administration Building, Port Access Road,
Calicanto, Batangas City 4200 Philippines

Tel. No.: (043) 722.2429 / (043) 723.0164 Fax No.: (043) 723.0164

Email: ppa_batangas@yahoo.com

28	Ring binder 12.7 mm (1/2x44")	20	Pcs	17.00	340.00
29	Ring binder 15 mm (5/8 x 44")	20	Pcs	22.00	440.00
30	Ring binder 19 mm (3/4 x 44")	20	Pcs	27.00	540.00
31	Ring binder 25 mm (1/4 x 44")	20	Pcs	47.00	940.00
32	Rubber Band Small # 16, 350 gms	12	Box	280.00	3,360.00
33	Scissors , length: 6.5 inches, made from HQ Stainless Steel Material	10	Pcs	60.00	600.00
34	Sign Pen, Black 1.0 Ink Colour Gel Impact, 12 pcs per box	36	Pcs	90.00	3,240.00
35	Sign Pen Black, liquid/gel ink 0.5 mm needle tip	120	Pcs	25.00	3,000.00
36	Sign Pen Blue , liquid/gel ink 0.5 mm needle tip	120	Pcs	25.00	3,000.00
37	Sign Pen Black , liquid/gel ink 0.7 mm needle tip	120	Pcs	25.00	3,000.00
38	Sign Pen Blue , liquid/gel ink 0.7 mm needle tip	120	Pcs	25.00	3,000.00
39	Stapler with remover HD50-R	10	Pcs	490.00	4,900.00
40	Sticker Paper, A4 Size	10	Pack	45.00	450.00
41	Ribbon Cartridge Epson C13S015632, Black for LX 310	24	Pcs	200.00	4,800.00
42	Ribbon Cartridge Epson S015639, Black for LQ 310	24	Pcs	170.00	4,080.00
43	Ribbon Cartridge Epson F2190 S015584/SO15327	5	Pcs	600.00	3,000.00
44	Ribbon Cartridge for OKI Dotmatrix Printer Microline 5721/5791	12	Pcs	1,500.00	18,000.00
45	Inked Ribbon Cartridge (Black) CE-315150 (for time machine)	12	cart	1,900.00	22,800.00
46	Ribbon for manual typewriter, nylon, black	60	pcs	25.00	1,500.00
47	Drum Cart, Brother DR -3355	2	cart	7,600.00	15,200.00
48	Toner Cartridge Brother TN 2260	5	cart	2,200.00	11,000.00
49	Toner Cart, Samsung MLT-D203L, Black	12	cart	5,200.00	62,400.00
50	HP Laserjet CF217A (HP 17A) Black	12	cart	4,200.00	50,400.00
51	HP CB435A (HP Laserjet P1006)	4	cart	2,900.00	11,600.00
52	Toner Cartridge for Pantum P2500W - (PC-210)	20	cart	4,700.00	94,000.00
53	Tape, Double Sided	12	roll	70.00	840.00
Total Amount					508,490.00

Interested suppliers may quote on any or all of the items enumerated above. Quotations shall not exceed the Approved Budget for the Contract (ABC) per item. Quotations received in excess of the ABC shall be automatically rejected.

d. Delivery Period : Within TWENTY (20) calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.

e. Approved Budget for : **Php 508,490.00**
the Contract (ABC)

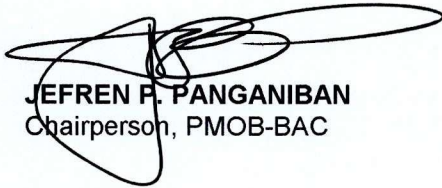
f. Source of Fund : **PPA Corporate Funds**

2. 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 Certificate of Registration or PhilGEPS 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 September 19, 2019** at the **Engineering Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

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. 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
4. 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.
5. 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.
6. A warranty security shall be required from the contract awardees for a minimum period of three (3) months after acceptance by PPA-PMOB 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.
7. PPA-PMOB 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.
8. For the information, you may contact **Mr. Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.



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

Dear Mr. Panganiban,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the procurement of the project, entitled **“Supply/Delivery of Various Office Supplies not Available in the DBM-PS for use of PMO Batangas including TMOs”** posted by your office, we hereby submit our quotation corresponding to your requirements.

Item No.	Item Description/Specification	Qty.	Unit	Unit cost	Total cost
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52	Toner Cartridge for Pantum P2500W - (PC-210)	20	cart		
53	Tape, Double Sided	12	roll		
Total Amount					

The above quoted price is 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