



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 ordinary/regular office supplies not available in the Department of Budget and Management-Procurement Service (DBM-PS) for use of PMO Batangas and TMOs** (Note: Computerized Accounting System – Electronic Official Receipting) 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/Regular Office Supplies not available in the DBM-PS for use of PMO Batangas and TMOs**
- b. Reference No. : **BAC-BGS-002G-2023**
- c. Approved Budget for : **Php 566,977.50**
the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/
Specification : **Please see attached Technical Specifications for Paper (Item Nos. 2 and 3)**

Seq.	Qty.	Unit	Description and Specification	COST	
				Unit Cost	Total
1	355	box	Continuous Form 4 Ply , 280 mm X 241mm, carbonless, thickness-0.062mm min. each sheet (500 sets per box) Coloured	1,383.00	490,965.00
2	75	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	268.00	20,100.00
3	150	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	235.00	35,250.00
4	70	cart.	Ribbon Cartridge, for Epson LX-310 (Original)	180.00	12,600.00
5	43	cart.	Ribbon Cartridge, for Epson LQ-310 (Original)	187.50	8,062.50
Total Amount (in Php)					566,977.50

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.

- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : **Within ten (10) calendar days upon receipt of Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.**


2. Addition to the above-mentioned required documents, interested supplier must submit a Certificate of Green Procurement for Item Nos. 2 and 3. Non-submission shall be a ground for disqualification for Item Nos. 2 and 3.
3. 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 **09:00 a.m., 20 October 2023** 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.

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. 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.
7. 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.
8. 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.
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

Dear **Mr. Panganiban**,

We hereby submit our quotation for the procurement of the project, entitled: **Supply/Delivery of Various Ordinary/Regular Office Supplies not available in the DBM-PS for use of PMO Batangas and TMOs** to wit:

Seq.	Qty.	Unit	Description and Specification	COST		
				Unit Cost	Total	
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4	70	cart.	Ribbon Cartridge, for Epson LX-310 (Original)			
5	43	cart.	Ribbon Cartridge, for Epson LQ-310 (Original)			
Total Amount (in Php)						

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