



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS

REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Bicol (PPA-PMO Bicol), through its Bids and Awards Committee, will undertake the Procurement of Various Office Supplies not Available at DBM-Procurement Service for use of PMO Bicol thru Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 and Section 34 of Implementing Rules and Regulations (IRR) of Republic Act No. 12009. The details are as follows:

- a. Name of Project : **Procurement of Various Office Supplies not Available at DBM-Procurement Service for use of PMO Bicol**
- b. Reference Number : **RFQ-2026-005**
- c. RFQ Date : **10-Apr-26**
- d. Approved Budget of the Contract (ABC) : **430,617.00**
- e. Deadline for Submission : **15-Apr-26**
- f. Delivery Term : **Within 30 days Upon Receipt of Approved Purchase Order**
- g. Item Description/Specification :

Item No.	Qty.	Unit	Item Description/Technical Specification
1	20	pack	Battery, dry cell, AA (2 blister per pack)
2	20	pack	Battery, dry cell, AAA (2 blister per pack)
3	350	pc	Ballpen 0.7 mm black, retractable
4	350	pc	Ballpen 0.7 mm blue, retractable
5	15	pc	Binder Ring 1/2"black (84 holes)
6	25	pc	Binder Ring 3/4" black (84 holes)
7	25	pc	Binder Ring 1" black (84 holes)
8	7	pack	Carbon Paper long, black (100 sheets/box)
9	10	pack	Bulldog clip 2 1/2 inches
10	10	pack	Bulldog clip 3 inches
11	35	box	Clip, Backfold, 19mm
12	30	box	Clip, Backfold, 25mm
13	30	box	Clip, Backfold, 50mm
14	100	pc	Correction tape
15	10	pc	Cutter /Utility knife for general purpose (big)
16	50	pc	Data file box approximate size (4.5 inches to 9.5 inches)
17	2	box	Envelope documentary Legal (500 pcs per box)
18	8	pack	Folder with tab legal (100 pcs/pack)
19	2	pack	Folder with tab A4 (100 pcs per pack)
20	2	pack	Folder expanding legal (100 pcs per pack)
21	12	pc	Folder Plastic Transparent long (Green)
22	25	pc	Folder Plastic Long (Assorted color)
23	5	pc	Archfile folder 9.5 x 15 inches (archive folder vertical long)
24	2	bundle	Looseleaf folder (50/bundle)
25	50	pc	Record book 300 pages
26	5	pc	Mini record book 300 pages
27	10	pc	Highlighter (Green)
28	10	pc	Highlighter (Yellow)
29	10	pc	Highlighter (Orange)
30	10	pc	Highlighter (Pink)
31	10	pc	Highlighter (Blue)
32	48	pc	Marker permanent black
33	36	pc	Marker whiteboard blue
34	350	ream	Paper Multicopy , A4 sub 24 80 gsm
35	5	pack	Specialty A4, color Cream or light yellow(10 sheet/pack) 80 gsm

PORT MANAGEMENT OFFICE OF BICOL

Regional Government Center, Rawis, Legazpi City, Albay 4500 Philippines

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Item No.	Qty.	Unit	Item Description/Technical Specification
36	5	pack	Specialty long, Cream or light yellow (10 sheet/pack) 80 gsm
37	2	ream	Specialty long, light yellow or cream with watermarked laid paper 90gsm
38	1	ream	Specialty A4, cream or light yellow color (10 sheet/pack) 200 gsm
39	20	pack	Sticker paper A4 (glossy) (10sheet/pack)
40	50	pack	Sticker paper Long (glossy) (10 sheet/pack)
41	5	pack	Plastic Paper Fastener 7cm x 5cm long (50sets per box)
42	30	box	Metal Paper Fastener 7cm x 20cm long (50sets per box)
43	30	box	Metal Paper Fastener 7cm x 5cm long (50sets per box)
44	1	pc	Pencil sharpener Rotary big
45	20	pc	File storage 10.5" x 15.5"
46	20	pad	Sticky note pad, 3x4 inches (77mm x 100mm)
47	50	pad	Sticky note pad, 3x3 inches
48	50	pad	Sticky note pad, 2x3 inches
49	50	pad	Post it, strip, 1x3 inches
50	50	pad	Post it, strip, 0.6 x 3
51	10	pc	Puncher heavy duty (2 holes)
52	20	box	Rubber band (small) No. 16 50g
53	10	pc	Ruler 12" metal stainless
54	150	pc	Signpen black, meduim tip 0.5-0.7
55	150	pc	Signpen blue, meduim tip 0.5-0.7
56	30	pc	Signpen blue, 0.8mm neddle tip, liquid/gel
57	13	pc	Stamp pad big size (4 x 5.5 inches or biggest)
58	50	box	Staple wire No.35 heavy duty, good quality
59	10	pc	Stapler heavy duty big for no. 35 wire
60	4	pc	Tape dispenser for 1" tape heavy duty big size
61	100	roll	Tape Transparent, 1" tape
62	60	roll	Tape Transparent, 2" tape
63	50	roll	Tape packing, 2"
64	1	pack	PVC cover, A4 200 mic
65	1	pack	PVC cover, long 200 mic
66	10	roll	Double Sided Tape 1"
67	10	roll	Double Sided Clear adhesive tape multifunction 1"
68	10	pc	Dater stamp
69	2	pack	Push pins, flat head type, assorted (100 pcs/pack)
70	36	pc	Multimark permanent Folienstift overhead marker (S) fine
71	2	pack	Construction Paper assorted color 80gsm Long
72	2	pack	Construction Paper color purple 80gsm Long
73	2	ream	Bond Paper A3 80gsm
74	50	pc	Expanding Envelope, Legal Size
75	10	pc	Certificate jacket (a4)
76	5	pack	Photo paper glossy (10 sheet / pack)
77	40	bot	Glue (130 ml)
78	40	pc	Philippine Flag Fabric/Embroidered 3 ft x 5 ft
79	3	pc	Steno notebook
80	20	pc	Battery 9V
81	20	pc	Desk ballpen with cord
82	3	pc	Certificate frame A4
83	1	pc	Portable Paper Trimmer Plastic Paper Cutter A4 Size Office Cutting Paper
84	2	pc	File Organizer Plastic with 8-10 pocket
85	4	pc	Clip board (long)
86	40	pc	Epson T664, black ink
87	16	pc	Epson T664, Cyan Ink
88	16	pc	Epson T664, Yellow Ink

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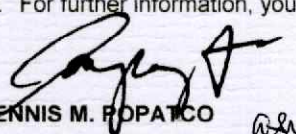




Item No.	Qty.	Unit	Item Description/Technical Specification
89	16	pc	Epson T664, Magenta Ink
90	40	pc	Epson 003 Black Ink
91	20	pc	Epson 003 Cyan ink
92	20	pc	Epson 003 Magenta ink
93	20	pc	Epson 003 Yellow ink
94	15	pc	Epson 001 Black ink
95	20	pc	Epson 001 Cyan ink
96	20	pc	Epson 001 Magenta ink
97	20	pc	Epson 001 Yellow ink
98	3	pc	Epson 057 Black ink
99	2	pc	Epson 057 Cyan ink
100	2	pc	Epson 057 Yellow ink
101	2	pc	Epson 057 Magenta ink
102	30	pc	Epson LQ-310 Ribbon
103	8	pc	Epson LX-310 Ribbon
104	5	pc	HP-680 Black
105	5	pc	HP-680 Colored
106	6	pc	Computer Keyboard (wired USB)
107	2	pc	Computer Keyboard (wireless) for laptop
108	5	pc	Computer Mouse wired USB
109	10	pc	Mouse Pad Plain (no wrist support)
110	15	pc	Brother MFC T920 DW (BT D60 BK)
111	10	pc	Brother MFC T920 DW (BT 5000M Cyan)
112	10	pc	Brother MFC T920 DW (BT 5000M Magenta)
113	10	pc	Brother MFC T920 DW (BT 5000M Yellow)
114	28	pc	Brother BT D100 black Ink
115	15	pc	Brother BT D100 Cyan Ink
116	15	pc	Brother BT D100 Magenta INK
117	15	pc	Brother BT D100 Yellow INK
118	12	pc	Ribbon bundy clock (S-960P) same as Comix F3503 ribbon
119	5	pc	Time Stamping Ribbon model TS-350 same as (amano EX-5100) #17040040

2. Suppliers shall submit their valid and current eligibility requirements as follows:
 - a. Mayor's/ Business Permit
 - b. PhilGEPS Registration Number
 - c. Omnibus Sworn Statement
3. Quotations shall be submitted in person to Mr. Ferdinand C. Urmaza, BAC Secretariat, Philippine Ports Authority Port Management Office of Bicol, Regional Government Center, Rawis, Legazpi City in a sealed envelope. Quotations/documents sent to any other persons/personnel and those that are not sealed will not be considered and accepted. Quotations may also be submitted thru courier to the given address or thru email to pmobclbac@gmail.com in PDF format.
4. Quotations shall be addressed to:

DENNIS M. POPATCO
 Chairperson, PMO Bicol-BAC
 Philippine Ports Authority
 Port Management Office of Bicol
 Regional Government Center,
 Rawis, Legazpi City
5. For further information, you may contact the BAC Secretariat at Telephone Number 0945-1040609.


DENNIS M. POPATCO
 Chairperson, PMO Bicol-BAC

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