



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 PMO Bicol use in accordance with Section 52.1 (b): Shopping of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details are as follows:

- a. Name of Project : **Procurement of Various Office Supplies Not Available at DBM-Procurement Service for PMO Bicol use**
- b. Reference Number : **RFQ-2025-005**
- c. RFQ Date : **24-Jun-25**
- d. Approved Budget of the Contract (ABC) : **210,502.00**
- e. Deadline for Submission : **27-Jun-25**
- f. Delivery Term : **Within 30 days Upon Receipt of Approved Purchase Order**
- 9 Item Description/Specification :

Item No.	Qty.	Unit	Item Description/Technical Specification
1	3	pc	HP-680 Black Ink
2	800	pc	Ballpen 0.7 mm black, retractable
3	8	pc	Brother MFC T920 DW (BT 5000M Magenta) Ink
4	8	pc	Brother MFC T920 DW (BT 5000M Cyan) Ink
5	25	pc	Brother MFC T920 DW (BT D60 BK) Ink
6	10	pc	Epson BK 001 Yellow Ink
7	10	pc	Epson BK 001 Magenta Ink
8	10	pc	Epson BK 001 Cyan Ink
9	60	pc	Epson BK 001 Black Ink
10	10	pc	Epson BK 003 Yellow Ink
11	10	pc	Epson BK 003 Magenta Ink
12	10	pc	Epson BK 003 Cyan Ink
13	60	pc	Epson BK 003 Black Ink
14	10	pc	LQ-310 Epson Ribbon
15	2	pc	HP-680 Colored Ink
16	2	pc	Computer Keyboard (wired USB)
17	20	pc	Epson T6641, black Ink
18	2	pc	Magnifying glass higher magnification (5-10 times) with 4" diameter
19	1	pc	Cork board 4x6 ft
20	5	pack	Photo paper (10 sheet / pack)
21	1	pack	Construction Paper assorted color 80gsm (250 sheets per pack)
22	48	pc	Multimark permanent pen S
23	6	ream	Bond Paper A3 80gsm
24	1	pack	Plastic Laminating Film 250 mic legal (100 sheet per pack)
25	18	box	Rubber band (small)
26	8	box	Rubber band (big)
27	24	pc	Marker whiteboard black
28	24	pc	Marker whiteboard blue
29	24	pc	Marker permanent blue
30	24	pc	Marker permanent black

PORT MANAGEMENT OFFICE OF BICOL

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

Email Address: OPM - pmobcl_opm@ppa.com.ph ; Admin - pmobcl_ad@ppa.com.ph ; PPD - pmobcl_ppd@ppa.com.ph
Finance - pmobcl_fd@ppa.com.ph ; PSD - pmobicol@ppa.com.ph ; ESD - pmobcl_esd@ppa.com.ph



31	400	pc	Envelope documentary Legal
32	15	pc	Binder Ring 1" black (84 holes)
33	15	pc	Binder Ring 3/4" black (84 holes)
34	5	pc	Binder Ring 1/2"black (84 holes)
35	20	Bot	Stamp pad ink 30ml,purple
36	20	Box	Clip, Backfold, 32mm
37	40	pc	Data file box (12 cm x 24 cm)
38	40	pack	Battery, dry cell, AAA (2 blister per pack)
39	40	pack	Battery, dry cell, AA (2 blister per pack)
40	48	roll	Packing Tape, 2"
41	40	bot	Glue Multi-Purpose Non toxic (130ml)
42	1	pack	PVC cover, long (200 mic)
43	48	roll	Masking Tape, 1"
44	96	roll	Transparent tape, 1" tape
45	6	pc	Stapler heavy duty big for no. 35 wire
46	250	pc	Signpen blue, 0.7mm neddle tip, liquid/gel
47	25	pc	Philippine Flag Fabric/Embroidered 3 ft x 5 ft
48	30	pc	Metal Paper Fastener 7cm x 5cm long (50sets per box)
49	20	pc	Metal Paper Fastener 7cm x 20cm long (50sets per box)
50	20	pack	Vinyl Inkjet Sticker waterproof A4 Size for Label & Stickers (20 sheet per pack)
51	60	pack	Sticker paper Long (glossy) (10 sheet/pack)
52	1	ream	Specialty paper long, light yellow watermarked laid paper 90gsm
53	3	pack	Folder expanding legal (100 pcs per pack)
54	6	pack	Folder with tab legal (100 pcs/pack)
55	800	pc	Ballpen 0.7 mm blue, retractable
56	8	pc	Brother MFC T920 DW (BT 5000M Yellow) Ink

2. Suppliers shall submit their valid and current eligibility requirements as follows:

- PhilGEPS Registration Number
- Mayor's/Business Permit

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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