



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 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 Office Supplies not available at DBM-Procurement Service for PMO Bicol Use**
- b. Reference Number : **RFQ-2020-004**
- c. RFQ Date : **August 18, 2020**
- d. Approved Budget of the CONTRACT (ABC) : **Php 300,678.75**
- e. Deadline for Submission : **August 24, 2020**
- 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	15	pc	Dater
2	100	pc	Battery dry cell AAA (2pcs per blister pack)
3	5	pc	Ribbon LQ-2190
4	20	pc	Ribbon cartridge LQ310
5	18	pc	HP680 black ink cartridge
6	48	pc	DVD recordable with case
7	48	pc	DVD rewritable with case
8	2	pk	clip (bulldog clip) 2"
9	2	pk	clip (bulldog clip) 3"
10	5	pk	Plastic laminator (long)
11	15	pc	Cashbook hardbound
12	20	pk	Post-it strip 2x3
13	30	rl	Double sided tape
14	30	box	Rubber band (small)
15	3	pc	EX5000/600 ribbon (bundy clock)
16	4	rm	PVC cover (long)
17	4	pk	PVC cover (acetate)A4
18	4	pk	PVC cover (A4)
19	4	pk	Photopaper A4
20	5	rm	Construction paper
21	15	pk	Speacialty,A4, pollen ivory color
22	30	pk	Sticker paper, matte
23	10	rm	A3 book paper sub 20
24	12	pc	Fine permanent (overhead projection marker)
25	30	pc	Archive creative file long, vertical (black)
26	20	pc	Data file box with cover
27	20	pc	1" black binder ring
28	20	pc	3/4" black binder ring
29	20	pc	1/2" black binder ring
30	1000	pc	Ballpen 0.7, blue, good quality
31	1000	pc	Ballpen 0.7, black good quality
32	12	pc	Signpen, assorted color (red, green, violet)
33	50	pc	Eraser (rubber for pencil)

PORT MANAGEMENT OFFICE OF BICOL

Regional Government Center, Rawis, Legazpi City, Bicol 4500 Philippines
 Telefax No.: (052) 482-0303; (052) 482-0304; (052) 480-7087; (052) 482-0309

34	2	pc	Cutter
35	9	pc	Stamp pad, felt, bed dimension: 60mmx100mm min
36	2	pc	Eraser, felt, for blackboard/whiteboard
37	50	pc	ink cart (T6644) yellow
38	50	pc	ink cart (T6643) magenta
39	50	pc	ink cart (T6642) cyan
40	90	pc	ink cart (T6641) black
41	5	pc	Mouse optical USB connection type
42	10	bot	Spray paint
43	12	rl	Plastic twine
44	60	bok	Record book (300pages, size:214mmx278mm)
45	60	box	Fastener metal 70mm between prongs
46	60	rl	Transparent, 2" scotch tape
47	80	rl	Transparent, 1" scotch tape
48	60	box	Staplewire, no. 35 for heavyduty stapler
49	120	pc	Signpen,blue,0.5mm,needle tip,liquid/gel
50	120	pc	Signpen,black,0.5mm,needle tip,liquid/gel
51	15	pc	12" flexible good quality
52	40	bot	glue,all purpose
53	12	pc	marking pen,permanent red
54	60	pc	marking pen,permanent blue
55	60	pc	marking pen p[er]manent black
56	300	pc	correction tape, roller-type
57	20	box	clip backfold all metal, clamping 50mm (binder clip)
58	40	box	clip backfold all metal, clamping 32mm (binder clip)
59	40	box	clip backfold all metal, clamping 25mm (binder clip)
60	40	box	clip backfold all metal, clamping 19mm (binder clip)
61	120	pc	Data file box
62	5	pc	Computer keyboard (USB connection type)

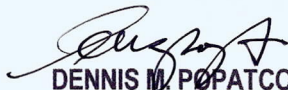
2. Suppliers shall submit their valid and current eligibility requirements as follows:
 - a. PhilGEPS Registration Certificate
 - b. DTI/SEC Registration (no longer required if PhilGEPS is Platinum Membership)
 - c. Mayor's Permit

3. Quotations shall be submitted to Ms. Francis Ann N. Abainza, BAC Secretariat, Philippine Ports Authority Port Management Office of Bicol, Administrative Division, Regional Government Center, Rawis, Legazpi City thru courier or email to pmobclbac@gmail.com in PDF format. Quotations/documents sent to any other division/s will not be considered.

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 (052) 480-7087.


DENNIS M. POPATCO
Chairperson, PMO Bicol-BAC

PRICE QUOTATION FORM

Date: _____

DENNIS M. POPATCO

Chairperson, PMO Bicol-BAC
 Philippine Ports Authority
 Port Management Office of Bicol
 Regional Government Center,
 Rawis, Legazpi City

Dear Mr. Popatco,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the procurement of the project, entitled: **Procurement of Office Supplies not available at DBM-Procurement Service for PMO Bicol Use**, we hereby submit our quotation corresponding to you requirements.

Item No.	Qty.	Unit	Item Description/Technical Specification	Unit Cost	Total Cost
1	15	pc	Dater		
2	100	pc	Battery dry cell AAA (2pcs per blister pack)		
3	5	pc	Ribbon LQ-2190		
4	20	pc	Ribbon cartridge LQ310		
5	18	pc	HP680 black ink cartridge		
6	48	pc	DVD recordable with case		
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8	2	pk	clip (bulldog clip) 2"		
9	2	pk	clip (bulldog clip) 3"		
10	5	pk	Plastic laminator (long)		
11	15	pc	Cashbook hardbound		
12	20	pk	Post-it strip 2x3		
13	30	rl	Double sided tape		
14	30	box	Rubber band (small)		
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21	15	pk	Speacialty,A4, pollen ivory color		
22	30	pk	Sticker paper, matte		
23	10	rm	A3 book paper sub 20		
24	12	pc	Fine permanent (overhead projection marker)		
25	30	pc	Archive creative file long, vertical (black)		
26	20	pc	Data file box with cover		
27	20	pc	1" black binder ring		
28	20	pc	3/4" black binder ring		
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59	40	box	clip backfold all metal, clamping 25mm (binder clip)		
60	40	box	clip backfold all metal, clamping 19mm (binder clip)		
61	120	pc	Data file box		
62	5	pc	Computer keyboard (USB connection type)		
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

Company Name

Company Address

Contact Number

Email Address