



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-2025-012**
- c. RFQ Date : **12-Nov-25**
- d. Approved Budget of the Contract (ABC) : **140,120.00**
- e. Deadline for Submission : **17-Nov-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	100	pc	Ballpen 0.5-0.7 mm black, retractable
2	100	pc	Ballpen 0.5 - 0.7 mm blue, retractable
3	100	pc	Ballpen 0.5- 0.7 mm black with cord
4	3	pack	Folder with tagboard legal (100 pcs/pack)
5	1	ream	Bond Paper.A3 80gsm
6	70	roll	Transparent tape, 1" tape
7	2	box	Envelope documentary Legal (500 pcs per box)
8	10	box	Metal Paper Fastener 7cm x 20cm long (50sets per box)
9	10	box	Metal Paper Fastener 7cm x 5cm long (50sets per box)
10	100	pc	Signpen blue, 0.7mm needle tip, liquid/gel
11	2	pack	PVC cover, A4 (200 micron)
12	15	pc	Dating and Stamping
13	60	pack	Battery, dry cell, AA (2 blister per pack)
14	60	pack	Battery, dry cell, AAA (2 blister per pack)
15	10	pc	Stamp pad big size
16	2	pack	Plastic Laminating Film 250 mic legal (100 sheet per pack)
17	4	pc	HP-680 Black Ink
18	2	pc	HP-680 Colored Ink
19	20	pc	LQ-310 Epson Ribbon
20	25	pc	Epson T6641, black ink
21	25	pc	Epson BK 003 Black ink
22	16	pc	Epson BK 003 Cyan ink
23	16	pc	Epson BK 003 Magenta ink
24	16	pc	Epson BK 003 Yellow ink
25	5	pc	Epson BK 001 Black ink
26	8	pc	Epson BK 001 Cyan ink
27	8	pc	Epson BK 001 Magenta ink
28	8	pc	Epson BK 001 Yellow ink

PORT MANAGEMENT OFFICE OF BICOL

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

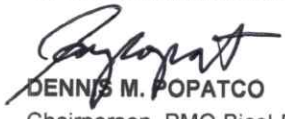
Email Address: OPM - pmobcl_opm@ppa.com.ph ; Admin - pmobicol_records@ppa.com.ph ; PPD - pmobcl_ppd@ppa.com.ph
Finance - pmobcl_fd@ppa.com.ph ; PSD - pmobicol@ppa.com.ph ; ESD - pmobcl_esd@ppa.com.ph





29	25	pc	Brother (BT D100 BK) ink
30	15	pc	Brother (BT D100 Cyan) ink
31	15	pc	Brother (BT D100 Magenta) ink
32	15	pc	Brother (BT D100 Yellow) ink

2. Suppliers shall submit their valid and current eligibility requirements as follows:
 - a. PhilGEPS Registration Number
 - b. 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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Regional Government Center, Rawis, Legazpi City, Albay 4500 Philippines

Email Address: OPM - pmobcl_opm@ppa.com.ph ; Admin - pmobicol_records@ppa.com.ph ; PPD - pmobcl_ppd@ppa.com.ph
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