



REQUEST FOR QUOTATION (SHOPPING)

1. The Philippine Ports Authority – Port Management Officer of Palawan through its PMO Palawan Bids and Awards Committee (PMO-PALAWAN-BAC) will undertake Procurement of Office Supplies for the 2nd quarter of CY2025 of PMO Palawan in accordance with Section 52 Shopping of the Revised Implementing Rules and Regulations of Republic Act No. 9184.
2. Unless otherwise the Supplier has a registry file at PPA, all quotations must be accompanied with the following documents :
 1. Valid Mayor's/ Business Permit
 2. PhilGEPS Registration Certificate or Registration Number
 3. DTI/SEC Registration
 4. Certificate of Registration from BIR

Omnibus Sworn Statement (attached pro-forma) must be submitted together with the Request for Quotation.

3. All quotations may be submitted by mail, courier or hand carried on or before April , 2025 at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City from 8:00AM to 5:00 PM;
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) for VAT registered suppliers and shall be valid for a period of sixty (60) calendar days from the deadline of submissions of quotations;
5. Any interlineations, erasures or overwriting shall be valid if they are signed or initialled by the signatory or his/her duly authorized representative/s;
5. The Purchase Order (PO) shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users;
6. Delivery period shall be in accordance with the number of days specified in the Purchase Order;
7. 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 reached ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.

8. For further information, you may contact Ms. Mariza O. Nallana, BAC-PGS Head, Secretariat at Telefax (048) 434-4881 or Ms. Meriel S. Dolor, Procurement Officer B at Telephone No. (048)433-0356.



MR. ERWIN S. GATPANDAN

Chairperson

Bids and Awards Committee for the Procurement of Goods & Consultancy
Services and Engineering Projects (PMO-PALAWAN BAC)
PPA, PMO- Palawan

PRICE QUOTATION FORM

Date : _____

MR. ERWIN S. GATPANDAN
Chairperson
Bids and Awards Committee for the Procurement of Goods & Consultancy
Services and Engineering Projects (PMO-PALAWAN BAC)
PPA, PMO- Palawan
Port Area, Puerto Princesa City

Dear Mr. Gatpandan,

After having carefully read and accepted the attached terms and conditions in the Request for Quotation (RFQ), we hereby submit our proposal corresponding to your requirements.

Qty	Unit	ITEMS & SPECIFICATIONS	UNIT PRICE	TOTAL
4	Can	Air freshener- fresh Lemon, 320ml		
3	Can	Air freshener- fresh Lemon, 280ml		
1	PC	Automatic Voltage Regulator,220V		
182	PC	Ballpen, black, 0.7mm, fine ball pen, ergo grip zone, transparent barrel conical tip		
36	PC	Ballpen, blue, 0.7mm, fine ball pen, ergo grip zone, transparent barrel conical tip		
22	PACK	Battery, size AA, super heavy duty, black, leak resistance guaranteed, zero added mercury & cadium (4s/pack)		
20	PACK	Battery, size AAA, gold, long life alkaline battery, 4s/pack		
8	PACK	Bundy Card, Yokatta Time Card C9000 (red & white) , 100s/pack (for Yokatta Time Stamping Machine)		
1	PC	Calculator,JS-40, 14 digits, extra-large display, 2- way power		
6	DOZ	Clip, bulldog, 3" (75mm), metal, 12pcs/dozen		
8	BOX	Binder Clip, size: 2", color- black, 1 doz/box		
3	BOX	Binder Clip, size: 1", color- black, 1 doz/box		
6	BOX	Binder Clip, size: 1 5/8", color- black, 1 doz/box		
8	BOX	Binder Clip, size: 3/4", color- black, 1 doz/box		
12	PC	Compact Disk/DVD Recordable w/ case, 4.7GB 16/120mins, with individual slim jewel case		
13	PC	Correction Tape, 5mmx10m, white out roller		
13	PC	Dated stamp with mo. & yr., latest		
1	PC	Dater with PAID		
71	PC	Empty laminated woven sack, 70kilogram capacity		

84	PC	Envelope , ordinary, long, brown		
20	PC	Envelope , ordinary, short, brown		
70	PC	Envelope, expanding/kraft, long		
1	PC	Eraser gum/rubber, small, pencil		
4	PC	Eraser, whiteboard		
10	BOX	Face Mask, surgical, 3ply, disposable, 50s per pack		
19	BOX	Fastener, metal, thick filing, 2.5" x 8" extra-long, 50s/pack		
14	BOX	Fastener, metal, 70mm,50s/pack		
14	BOX	Fastener, plastic, 70mm, 50s/pack		
210	PC	Folder, ordinary, long, 14pts, white, legal (hard, good quality)		
26	PC	Folder Stand/Data File Box, navy blue, long		
15	PC	Folder, arch file long, 2" binder side mech, 2 holes, color: black		
1	CONT	Glue, all purpose, 130g		
24	PC	Hard Hat, white, manually adjusted, UV resistant, heavy duty, ISO certified		
3	PC	Marker, permanent, blue, fine		
75	REAM	Paper, A4, , sub.24, 80gsm, multicopy, eco-friendly		
60	REAM	Paper, long/F4, sub.20, 70gsm, multicopy, eco-friendly		
150	REAM	Paper, A4, , sub.20, 70gsm, multicopy, eco-friendly		
50	BOX	Paper, Continuous Form, 11 x 9 ½ (9280x241m2), 3 ply, carbonless, short (invoice)		
24	PACK	Vinyl Sticker Paper, A4, glossy, high quality, water proof (20s/pack)		
5	PC	Philippine Flag, standard size		
11	PC	Official record Book, 500 pages, size: 8.5"x 11" with page number, laminated hard bound cover		
12	PC	Official record Book, 300 pages, size: 8.5"x 11" with page number, laminated hard bound cover		
7	PC	Record Book, 200 pages, 7"x 11.25" hard bound cover		
7	PC	Record Book, 300 pages, 7"x 11.25" hard bound cover		
9	PC	Record Book, 500 pages, 7"x 11.25" hard bound cover		
30	CART	Ribbon Cartridge for use with Epson LQ310, SO15639/SO15634 10.0m x 32.8ft		
90	PC	Sign Pen, Hi-Techpoint V7RT roller ballpen, 0.7mm, black		
36	PC	Signpen, blue (gel pen), 0.5mm		
24	PC	Signpen, Frixion clicker, black, retractable, 0.7mm		
2	PC	Stapler, ergo style with staple remover #35, heavy duty		

4	PC	Stamp pad, size: 87 x 143mm		
4	PC	Stamp pad, size: 67 x 106mm		
2	PC	Stamp pad ink, 950ml, violet		
1	ROLL	Stretch Film cling wrap, 500mm, 550m, 20-23m		
2	ROLL	Tape, duct, 2"x 100m		
18	ROLL	Tape, masking, 1"x 100m		

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Position/Signature of Representative

Name of Company

Company Address

Contact Number / Email Address