

PHILIPPINE PORTS AUTHORITY

PMO - Eastern Leyte/Samar

Port Area, Tacloban City

Tel. No. (053) 832-3962

Email Add: bac_pmoels@yahoo.com

Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)

REQUEST FOR QUOTATION

RFQ for P.R. No.:	PR-TAC-4894-25	P.R. Date:	December 4, 2025
Date Of Quotation:	January 7, 2026		
Project/Title:	Office Supplies		
Office/End-User:	Admin, PPA-PMO Eastern Leyte/Samar		

Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat, Victor Ansel O. Tingzon not later than **12:00 noon of January 12, 2026**. OPENING OF BIDS shall follow at **2:00 p.m.** on the same day at PPA, PMO-Eastern Leyte/Samar, Conference Room, Port Area, Tacloban City.

ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Executive Chair	1	PC	11,400.00	11,400.00		
2	Multi Insect Killer Spray 300ml	1	BOT	470.00	470.00		
3	Copy Paper Long Subst. 20/70 gsm	10	RM	320.00	3,200.00		
4	Copy Paper A4 Subst. 20/70 gsm	10	RM	300.00	3,000.00		
5	Paper Fastener Stainless	5	BOX	95.00	475.00		
6	Puncher 2 hole	1	PC	380.00	380.00		
7	Permanent Fine Tip Marker Pentel Pen (Black) 12pcs/box	2	BOX	665.00	1,330.00		
8	Permanent Fine Tip Marker Pentel Pen (Red) 12pcs/box	2	BOX	665.00	1,330.00		
9	Hi-Techpoint V5 RT Signpen (Blue) 12pcs/box	3	BOX	1,275.00	3,825.00		
10	Hi-Techpoint V5 RT Signpen (Red) 12 pcs/box	3	BOX	1,275.00	3,825.00		
11	Plastic Spiral Ring Binder, 48mm X 1.2m (2") (51mm X 2")	5	PC	95.00	475.00		
12	Masking Tape 1"	2	PC	95.00	190.00		
13	Date Stamp	1	PC	665.00	665.00		
14	HP Ink 678 (Black)	10	PC	950.00	9,500.00		
15	HP Ink 678 (Tri-color)	10	PC	950.00	9,500.00		
16	Battery AAA (heavy duty, 4pcs/pack)	5	PK	230.00	1,150.00		
17	Cutter 6" heavy duty	1	PC	380.00	380.00		
18	Alcohol Isoprophyl 500ml	5	BOT	185.00	925.00		
19	Liquid Handwash 500ml	3	BOT	380.00	1,140.00		
20	Air Freshner, Spray type lavender scent 320ml	3	BOT	365.00	1,095.00		
21	Trash Bag XL, Black (10pcs/roll)	5	RL	285.00	1,425.00		
22	Jr Executive Chair	2	UNIT	10,500.00	21,000.00		
	X-X-X-X-X-X						
				TOTAL ABC Php	76,680.00	BIDDER'S TOTAL QUOTATION Php	

NOTE: For use in the Office of the Auditor,
PMO Eastern Leyte/Samar

PRINTED NAME & SIGNATURE OF OWNER/AUTHORIZED REPRESENTATIVE
COMPANY NAME:
ADDRESS:
CONTACT NO.:

TERMS AND CONDITIONS

Shopping

1. Fill-out all entries legibly.
2. Fill out PhilGEPS Registration Number _____ or attach a print out of PhilGEPS Registration (RED / Membership)/Certificate of PhilGEPS Registration (Platinum Membership)
3. Attach a photocopy of Mayor's Business Permit - 2026
4. Quote on all items specifying the **unit cost for each item**, the **total cost**, and the **total price quotation**.
5. Sign or initial any **alterations, erasures or overwritings** in the Request for Quotation.
6. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as **"Failed"** under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.
7. The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation**.
8. Deliver the goods within **fifteen (15) calendar days** from receipt of the Purchase Order; otherwise, pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods/services to be delivered for every day of delay.
9. Warranty for the items shall be at least three (3) months from delivery.
10. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
11. The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.
12. The pertinent provisions of RA 9184 and its Revised IRR shall govern the contract implementation and other matters not expressly mentioned herein.



ATTY. GLENN S. LAGUNAY
Chairperson, BAC-PGCS/EP