

**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.: **TAC-4161-23** P.R. Date: **June 14, 2023**

Date Of Quotation: **July 19, 2023**

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 not later than **12:00 noon of July 26, 2023** 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 PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	WhiteBoard Pen, Black, 12pcs per box	36	BOX	780.00	28,080.00		
2	Ballpen (Black-12,Blue-12) 25pcs per box	24	BOX	150.00	3,600.00		
3	Sticker Paper Matte, A4 size, 10pcs per pack	20	PK	135.00	2,700.00		
4	Stapler #35 w/ staple remover, Heavy duty	5	PC	180.00	900.00		
5	Staple Wire #35, 1000 strips/box	68	BOX	54.00	3,672.00		
6	Stamp Pad Ink, 50ml	43	BOT	65.00	2,795.00		
7	Stamp Pad No.1	18	PC	48.00	864.00		
8	Signpen Retractable, 0.7, Black	2	PC	75.00	150.00		
9	Signpen Retractable 0.5 (Black-58,Blue-22)	80	PC	75.00	6,000.00		
10	Ring Binder, 1/2	12	PC	20.00	240.00		
11	Ring Binder, 1/4	12	PC	15.00	180.00		
12	Record Book, 500p	30	PC	135.00	4,050.00		
13	Record Book, 300p	30	PC	95.00	2,850.00		
14	Push Pins	5	PK	48.00	240.00		
15	Plastic Twine, 1000g	6	RL	225.00	1,350.00		
16	Photo Paper, 20pcs per pack	3	PK	135.00	405.00		
17	Permanent Marker, Broad, 12pcs per box	5	BOX	540.00	2,700.00		
18	Pencil, Mongol, #2, 12pcs per box	14	BOX	120.00	1,680.00		
19	Paste, Redstone, 200g	11	JAR	65.00	715.00		
20	Masking Tape, 2"	34	RL	85.00	2,890.00		
21	Masking Tape, 1"	29	RL	38.00	1,102.00		
22	Highlighter Pen, Marker, Multicolor	61	PC	42.00	2,562.00		
23	Glue, Multipurpose 130g	17	BOT	59.00	1,003.00		
24	Folder Pressboard, White, Plain, Legal size, 100pcs per box	3	BOX	4,200.00	12,600.00		
25	Folder Tagboard, Long	400	PC	8.00	3,200.00		
26	Folder Tagboard, A4	400	PC	6.00	2,400.00		
27	Expanding Envelope w/ garter, green color	90	PC	18.00	1,620.00		
28	Data Box Filer, Long w/ finger ring hole 125mm x 230mm x 400mm with pocket for label holder (Blue-30,Green-20,Black-20)	70	PC	216.00	15,120.00		
29	Clipboard, Long, 8.5 x 13 with metal clip	5	PC	140.00	700.00		
30	Correction Tape, 8m	135	PC	39.00	5,265.00		
31	Computer Paper, 11 x 9-1/2, 3 ply, S-18	47	BOX	1,680.00	78,960.00		
32	Carbon Paper, Long, 8-1/2 x 13, (Black-6, Blue-2) 100shts per box	8	BOX	1,350.00	10,800.00		
33	Binder Clip, 51mm, metal, 12pcs per box	23	BOX	120.00	2,760.00		
34	Binder Clip, 38mm, metal, 12pcs per box	18	BOX	90.00	1,620.00		

35	Binder Clip, 15mm, Metal, 12pcs per box	19	BOX	80.00	1,520.00		
36	Binder Tape, 48mm	7	RL	95.00	665.00		
37	Book Paper, Long (216 x 330mm, 80gsm) 5 reams per box	34	BOX	1,600.00	54,400.00		
38	Book Paper, A-4 (210 x 297mm, 80gsm) 5 reams per box	66	BOX	1,450.00	95,700.00		
39	Book Paper, Short (8.5 x 11, 80gsm) 5 reams per box	4	BOX	1,350.00	5,400.00		
40	Battery, AA, Black, 2pcs per pack	17	PK	90.00	1,530.00		
41	Transparent Tape, 2"	35	RL	68.00	2,380.00		
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NOTE: For use in the Baseport and Terminal Ports PMO-ELS				TOTAL ABC Php	367,368.00	BIDDER'S TOTAL QUOTATION Php	
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PRINTED NAME & SIGNATURE OF OWNER/AUTHORIZED REPRESENTATIVE

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT NO.: \_\_\_\_\_

**TERMS AND CONDITIONS**  
**Shopping**

1. Fill-up all entries legibly; typewritten or handwritten.
2. Submit the photocopy of the following documents prior to payment:
  - a. Mayor's Business Permit - 2023
  - b. PhilGEPS Certificate of Registration
3. Quote on all items specifying the unit cost for each item, the total cost, and the total price quotation.
4. Any alteration, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.
5. 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.
6. The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation**.
7. Deliver the goods within **twenty five (25) calendar days** from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods to be delivered for every day of delay.
8. Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
9. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
10. 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.
11. The pertinent provisions of RA 9184 and its Revised IRR shall govern other matters not expressly mentioned herein.



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