



## REQUEST FOR QUOTATION (RFQ)

The Philippine Ports Authority, PMO Misamis Occidental/Ozamiz, through its Bids & Awards Committee will undertake Shopping-Ordinary/Regular Office Supplies & Equipment (Sec. 52.1b) for the following:

NAME OF PROJECT : Procurement of 2<sup>nd</sup> Quarter Office Supplies Not Available in PS DBM

LOCATION : Port of Ozamiz, Ozamiz City, Misamis Occidental

APPROVED BUDGET FOR THE CONTRACT : One Hundred Sixty Three Thousand and Ten Pesos (P 163,010.00)

SPECIFICATIONS : See attached RFQ Bid Form

DEADLINE FOR SUBMISSION : April 13, 2021

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their **valid current Mayor's/Business Permit, PHILGepS Registration Number and Omnibus Sworn Statement**. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The PPA, PMO Misamis Occidental/Ozamiz reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without hereby incurring any liability to the affected bidder or bidders.

All interested bidders are informed that this office is not electronically-ready to handle electronically submitted bid/proposals as of this date

MA. ESTELA SOTERA K. CARPIO  
BAC Chairperson  
Bids & Awards Committee  
PPA PMO Misamis Occidental / Ozamiz

Date of Publication: April 8-13, 2021

PHILGeps, PPA Website

Name of Procuring Entity  
 PHILIPPINE PORTS AUTHORITY, PMO-OZAMIZ  
 Standard Form Number: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title : **Request for Quotation**

Project Reference Number  
 Name of the Project  
 Location of the Project

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_

Date : \_\_\_\_\_  
 Quotation No. 050-04-21

Please quote your lowest price on the item/s listed below, subject to the General Conditions set on this document, and submit your quote duly signed by your representative not later than 5:00 pm..... April 13, 2021 in the return envelope attached herewith (Quotation should be VAT-inclusive.)

  
**MA. ESTELA SOTERA K. CARPIO**  
 BAC Chairman (P G & S)

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN
  2. DELIVERY PERIOD WITHIN 15 DAYS UPON RECEIPT OF THE APPROVED FUNDED P.O.
  3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF THREE ( 3 ) MONTHS FOR SUPPLIES & MATERIALS, ONE ( 1 ) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD SIXTY ( 60 ) CALENDAR DAYS
  5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED , IF APPLICABLE

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	computer keyboard with mouse usb type	8	set		
2	bondpaper A4 S20	70	ream		
3	bondpaper long S20	60	ream		
4	bondpaper short S20	50	ream		
5	bondpaper short S16	50	ream		
6	bondpaper long S16	50	ream		
7	continuous paper (5 1/2x9 1/2 3ply carbonless)	25	boxes		
8	Ink Refill Brother BT5000 Cyan	12	piece		
9	Ink Refill Brother BT5000 Yellow	12	piece		
10	Ink Refill Brother BT5000 Magenta	12	piece		
11	Ink Refill Brother BT5000 Black	15	piece		
12	Newsprint/Mimeo Paper Long (Groundwood S18)	50	ream		
13	Toner for printer HP Laserjet 85A	5	piece		
14	UPS 650VA	6	piece		
	Total				

BRAND and MODEL : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_


After having carefully read and accepted your General Condition , I / We quote you on the item(s) at prices noted above.

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Business Name

\_\_\_\_\_  
 Tax Identification Number

\_\_\_\_\_  
 Tel. No./ Cellphone No.  
 e-mail address

Canvassed by  
  
**STANLEY V. FORTICH, JR.**  
 Canvasser