



REQUEST FOR QUOTATION (RFQ)

Date: 18 October 2024
RFQ No.: 5300-2024

The PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao, through its Bids and Awards Committee (BAC), hereby notifies entities duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) to offer for the hereunder contract, to be implemented thru Shopping pursuant to Rule XVI, Section 52.1 of the Revised Implementing Rules and Regulations of R.A. 9184.

PROJECT TITLE : Supply and Delivery of Office Supplies for 4th Quarter,
CY2024 of PMO-Surigao

PROJECT LOCATION : Port of Surigao, Surigao City

SCOPE OF WORKS :

1. Supply and Delivery of Office Supplies

APPROVED BUDGET FOR THE CONTRACT : Php 198,800.00
CONTRACT DURATION : 30 Calendar Days
SOURCE OF FUNDS : PPA Corporate Funds CY 2024

Interested bidders must present Original Copy of Special Power of Attorney (SPA) from the owner if done by representative and secure signed Request for Quotation Form (RFQ) for your quotation from BAC Secretariat/Procurement Officer and submit sealed canvass together with herein documents:

1. Certified True Copy of Valid DTI Business Name Registration or SEC Registration
2. Certified True Copy of Valid and Current Mayor's Permit
3. Certified True Copy of Valid Phil-GEPS Registration

DEADLINE OF SUBMISSION OF SEALED QUOTATION: October 25, 2024 09:00 am

OPENING OF SEALED QUOTATION : October 25, 2024 10:00 am

PLACE OF OPENING : PMO-Surigao Admin Building, Surigao City



PHILIPPINE
PORTS
AUTHORITY



Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **9:00 am of 25 October 2024**, subject to the compliance with Terms and Conditions provided on this Request for Conditions (RFQ):

ATTY. ROLDAN G. CALEJESAN

Chairperson, Bids and Awards Committee

PMO-Surigao Admin Building, Port Area, Surigao City

Tel./Fax Nos. (086) 827-1664; (086) 827-5641; (086) 827-5643

Email Add: pmosurigaobac@gmail.com

The Head of the Procuring Entity (HoPE) of the PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with sections 35 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at Tel./Fax Nos. (086) 827-1664; (086) 827-564; (086) 827-5643 or send email to pmosurigaobac@gmail.com

ATTY. ROLDAN G. CALEJESAN

Chairperson, Bids and Awards Committee



TERMS AND CONDITIONS :

1. Bidder shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline of submission.
4. Delivery Period shall be within **thirty (30) calendar days from receipt of Purchase Order (PO)**.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao, through its Bids and Awards Committee (BAC) shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and the other terms and conditions stated herein.
9. The Item/s shall be delivered according to the accepted offer of the bidder.
10. Item/s delivered shall be inspected on the scheduled date and time of the PMO-Surigao Inspectorate Team. The delivery of the item/s shall be acknowledged upon the deliver to confirm the compliance with the technical specifications.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PMO-Surigao may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
14. The RFQ, Purchase Order (PO), and the other related documents for the above-stated Procurement project shall be deemed to form part of the contract.



After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

FINANCIAL OFFER:

ITEM NO.	QTY.	UNIT	DESCRIPTION / SPECIFICATION	UNIT PRICE	TOTAL
1	1	lot	Supply and Delivery of Office Supplies for PMO - Surigao for the 4 th Quarter CY2024		
			Supplies/Specs		
1	30	pcs	Arch File Long		
2	800	pcs	Ballpen		
3	25	pcs	Battery Black Size AA (2pcs/packet) - Energizer		
4	10	box	Binder Clip (1") 12s		
5	10	box	Binder Clip (2") 12s		
6	205	ream	Bondpaper long, subs. 20		
7	210	ream	Bondpaper US A4, subs. 20		
8	500	pcs	Brown envelope long		
9	5	pcs	Calculator (12 digit)		
10	60	pcs	Cellophane tape 1"		
11	5	pcs	Correction Pen		
12	80	pcs	Correction Tape		
13	20	pcs	Double sided-tape 1" With Foam		
14	5	box	Fastener plastic, long		
15	30	box	Fastener plastic, small		
16	500	pcs	Folder long, white		
17	10	pcs	Magazine File Blue (Double)		
18	25	pcs	Masking Tape 1"		
19	30	ream	Mimeopaper short/Ordinary		
20	30	ream	Mimeopaper long/Ordinary		
21	20	pcs	Packing tape 2"		
22	30	box	Paper clip jumbo		
23	3	pcs	Paper Tray Metal (3 Layer)		
24	70	pcs	Pencil		
25	30	pcs	Pentel pen		
26	10	pack	Photo Paper A4		
27	2	pcs	Puncher heavy duty		
28	30	pcs	Record Book, 300 pages		
29	10	box	Rubber band, small		
30	5	pcs	Scissors, big		



31	40	pcs	Signpen 0.5 (black)		
32	10	pcs	Signpen Energel 0.7		
33	10	pcs	Stamp pad ink (violet)		
34	5	pcs	Stamp pad, big		
35	70	pcs	Staple wire #35		
36	15	pcs	Stapler big w/ remover heavy duty		
37	2	pcs	Twine (1kg)		
38	100	pcs	Expanded Folder Green		
39	30	pack	Sticker Paper (long)		

Company/Business Name

Signature of Representative over Printed Name

Tax Identification No. (T.I.N.)

Address & Contact Number

Date