

REQUEST FOR PRICE QUOTATION

NAME OF SUPPLIER _____ RPQ NO. 1003003-26
Office Address _____ Date Prepared 12/10/2026

Please quote your lowest price on the item/s listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit in a sealed envelope, your quotation duly signed by you/authorized representative not later than _____


ARNEL M. DIGNADICE
BAC Chairperson

NOTE:

- 1. ALL ENTRIES MUST BE WRITTEN/TYPEWRITTEN
- 2. DELIVERY PERIOD WITHIN THIRTY (30) CALENDAR DAYS
- 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) 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 OF _____ CALENDAR DAYS
- 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS BEING OFFERED.

Item No.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE
1	Ballpen, Black	250	Piece/s	
2	Ballpen, Blue	200	Piece/s	
3	Ballpen,Red	10	Piece/s	
4	Battery, AA, 2s, dry cell, blister pack	20	Pack	
5	Battery, AAA, 2s, dry cell, blister pack	50	Pack	
6	Binder Clip, Backfold, Black 1-1/4" 12pcs/box	10	Piece/s	
7	Binder Clip, Backfold, Black 3/4" 12pcs/box	20	Pack	
8	BOOKPAPER LONG, Subs. 24, 80gsm, Recyclable box, (branded) with zone deforestation commitment, made from recycled fibre	200	Ream	
9	Clip Board, Long - 2-fold	10	Piece/s	
10	Continuous/Computer Paper, 11x 9½, 3ply, Carbonless, Plain	60	Box	
11	Envelope, Brown/Kraft short, made from recycled fiber	100	Piece/s	
12	External HDD, 1TB	6	Unit	
13	Folder, Long, Green, Expanded, without tab	300	Piece/s	
14	Folder, Long, Yellow Expanded, without tab	200	Piece/s	
15	Folder, Long, Kraft /Brown, made from recycled fiber	100	Piece/s	
16	Folder, Long, White 14pts.	100	Piece/s	
17	Folder, short, Kraft /Brown, made from recycled fiber	100	Piece/s	
18	Fragrant Essential Oil, 20ml, Bamboo	5	Bottle	
19	Fragrant Essential Oil,20ml, Lavander	5	Bottle	
20	Fragrant Essential Oil Diffuser	12	Piece/s	
21	Keyboard, Computer	10	Piece/s	
22	Index Tab, 10's, clear	10	Box	
23	Ink, Marker, Permanent, Black	1	Bottle	
24	Laminating Film, 9"x50mx250mic	1	Roll	
25	Marker, Permanent Broad Black, JUMBO branded	3	Piece/s	

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

Canvassed by:  ROSAURIO B. PALARAN
Date canvassed: _____

Printed Name/Signature _____
Tel. No./Cellphone No. _____
email: _____
Date _____

REQUEST FOR QUOTATION

Reference No. PR #: GEN-8312-26 dated 9/29/2026

SSM FORM NO. 09

The PMO SOCSARGEN Bids and Awards Committee requests your company to submit your quotation/best price for the item listed on the first page under the following terms and conditions:

1. Indicate your price quotation opposite the pertinent item(s)/work on the first page not later than **5:00 P.M., 10/23/24**. Late quotation shall not be accepted. For your reference, attached is the copy of plan.
2. Bids may be submitted either personally or by email. For bids/quotations to be submitted personally, it shall be in a sealed envelope.
3. Bid Price shall be valid within 30 days from date of quotation.
4. Quotation shall be submitted together with the following requirements and its attachments:
 - a. **Mayor's Permit (Business Permit)**
 - b. **DTI Registration (Sole Proprietorship) or CDA Certificate of Registration (Cooperative) or SEC Registration (Corporation)**
 - c. **Original Duly Notarized Omnibus Sworn Statement (OSS)**
 - d. **PhilGEPS Registration / PhilGEPS Certificate**
 - e. **BIR Certificate of Registration (BIR 2303)**
5. Once a PO is issued in your favor in connection hereof, work shall commence upon receipt of the PO. Performance of the work shall be completed within _____ calendar days.
6. The bid price should not exceed the ABC amounting to **TWO HUNDRED NINETY-TWO THOUSAND ONE HUNDRED SIXTY-FOUR PESOS (Php292,164.00)** only.
7. Bid in excess of the ABC shall be automatically rejected.
8. The Authority shall reserve the right to accept or reject any or all quotations and to impose terms and conditions it may deem proper. For more information, please refer to:



JHONA VIE B. DAGDAG

Secretariat Head, PMO SOCSARGEN BAC
Philippine Ports Authority, Port Management Office-SOCSARGEN
Makar Wharf, Barangay Labangal, General Santos City
Tel No. (083) 552-4484
Email Add: bacsocsargen@ppa.com.ph
Website: pmosocargen.com, www.ppa.com.ph

REQUEST FOR PRICE QUOTATION

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Item No.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE
26	Marker, Permanent Broad Blue, JUMBO branded	3	Piece/s	
27	Marker, Permanent Broad Red, JUMBO branded	3	Piece/s	
28	Marker, Permanent Broad Black, branded	24	Piece/s	
29	Marker, Permanent Broad Blue, branded	12	Piece/s	
30	Sticky Note Pad 2x3, made from recycled fiber, color: orange, egg yellow, pink	50	Pad	
31	Sticky Note Pad 3x3, made from recycled fiber, color: orange, egg yellow, pink	50	Pad	
32	Numbering Machine (6-digits), rubber/stamp	2	Piece/s	
33	Paper Fastener, 70mm bet. Prong	75	Box	
34	Paper Tray	5	Piece/s	
35	Photo Frame, A3 (12"x16")	10	Piece/s	
36	Photo Paper, A4, Glossy	30	Pack	
37	POS Paper Roll, Thermal Roll 76mmx70mmx13mm 65g	30	Roll	
38	Philippine Flag, 3x5ft, clothe	30	Piece/s	
39	POS Ribbon Cartridge (ERC 38)	5	Cartridge	
40	Push Pins, 100s	10	Pack	
41	RECEIVED Stamp	3	Piece/s	
42	Record Book, 150pp/160pp	15	Book	
43	Rewritable DVD	25	Piece/s	
44	Ribbon Cartridge for Date Time Stamp Machine, IWATA SP900	5	Cartridge	
45	Sign Pen, 0.7 Black RT (refillable), branded	48	Piece/s	
46	Sign Pen, 0.7 Blue RT (refillable), branded	12	Piece/s	
47	Sign Pen, 1.0 Black RT (refillable), branded	24	Piece/s	
48	Sign Pen, 1.0 Blue RT (refillable), branded	48	Piece/s	
49	Sign Pen REFILL, 0.7 Black for Pilot BXS-V7RT Black	75	Piece/s	

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

Canvassed by:  ROSAURO B. PALARAN
Date canvassed: _____

Printed Name/Signature _____
Tel. No./Cellphone No. _____
email: _____
Date _____

REQUEST FOR QUOTATION

Reference No. PR #: GEN-8312-26 dated 9/29/2026

SSM FORM NO. 09

The PMO SOCSARGEN Bids and Awards Committee requests your company to submit your quotation/best price for the item listed on the first page under the following terms and conditions:

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