



REQUEST FOR QUOTATION (RFQ)

The Philippine Ports Authority, PMO- Zamboanga del Norte, through its Bids and Awards Committee will undertake **Shopping-Ordinary/Regular Office Supplies & Equipment – (Sec. 52.1b)** for the **PROCUREMENT OF VARIOUS 2ND QUARTER OFFICE SUPPLIES NOT AVAILABLE IN PS-DBM**, Port of Dapitan, Dapitan City, Zamboanga del Norte, in accordance with Section 52.1b of the Implementing Rules and Regulations of Republic Act No. 9184.

1. **PROCUREMENT OF VARIOUS 2ND QUARTER OFFICE SUPPLIES NOT AVAILABLE IN PS-DBM**

Approved Budget for
the Contract (ABC) : One Hundred Twenty Four Thousand Eight Hundred Forty Five Pesos only. **(Php 124,992.00)**

Specifications : Please see attached RFQ Bid Form for detailed specs.

Location : Port of Dapitan, Dapitan City, Zamboanga del Norte

Contract Duration/ : For a period of Thirty (30) calendar days

Interested bidders are required to submit their **valid and current Mayor' Permit and Phil-GEPS Registration Number** unless the same were already submitted prior to this procurement. For methods of procurement requiring Mayor's Permit & Phil-GEPS Registration, Certificate of Platinum Membership may be submitted in lieu of the said documents. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

Only Sealed Quotation from eligible bidders will be opened and a contract will only be awarded to the Lowest Calculated Responsive Bidder who was determined as such during post-qualification.

Opening of Quotation shall be on **June 06, 2023, Tuesday at 2:00 P.M.** at the PPA Conference Room, PMO-Zamboanga del Norte, Port Area, Dapitan City.

The PPA, PMO-Zamboanga del Norte 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 thereby incurring any liability to the affected bidder or bidders.

ENGR. ABDURASAD S. HASAN

BAC Chairperson PMO-Zamboanga del Norte

PPA, PMO-Zamboanga del Norte, Port Area, Dapitan City 7101

For further inquiries:

Email Address: pmozdn@ppa.com.ph

Landline number: (65) 918-2965

Date of Publication: May 31 2023 to June 06, 2023

PPA Website: www.ppa.com.ph

Phil-GEPS Website: www.philgeps.gov.ph

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

2023-05-0292

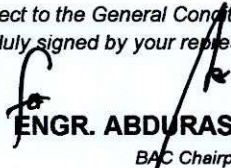
OFFICE ADDRESS :

DATE PREPARED:

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 your quotation duly signed by your representative not later than **June 06, 2023**

NOTE:

1. All entries must be handwritten or typewritten
2. **Delivery period within 30 calendar days.**
3. **Warranty shall be for a period of Three (3) months from the date of acceptance of the delivered items. The obligation for the warranty shall be covered by either retention money or special bank guarantee in an amount equivalent to 1% of the contract price. The said shall shall only be released after the lapse of the warranty period.**
4. Price validity shall be for a period of 30 calendar days
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. Sealed canvass/quotation shall be accepted.
7. **All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number.**
8. Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.


ENGR. ABDURASAD S. HASAN
 BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	Ballpen, .5mm, BLUE	5	PC		
2	Ballpen, black, 0.5mm	90	piece		
3	BATTERY, Alkaline, AA, 2 pieces per blister pack	17	pack		
4	BATTERY, Alkaline, AAA, 2 pieces per blister pack	13	pack		
5	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AA, 2 pieces per blister pack	18	pack		
6	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AAA, 2 pieces per blister pack	18	pack		
7	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	2	unit		
8	CARBON FILM, LEGAL SIZE, 100 PER BOX	1	BOX		
9	CLIP, BACKFOLD, 25MM, 12 pieces per box	5	box		
10	CLIP, BACKFOLD, 50MM, 12 pieces per box	1	box		
11	Continuous Paper 2 ply, 11" X 9 1/2" BD 70GSM Carbonless	11	box		
12	Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonless	11	box		
13	Continuous Paper 3 ply, 5 1/2" X 9 1/2" plain with side perf, Carbonless	1	box		
14	CORRECTION PEN, BRANDED, GOOD QUALITY	8	piece		
15	CORRECTION TAPE, 1 piece in individual plastic	85	piece		
16	CUTTER BLADE, LARGE	1	TUBE		
17	CUTTER KNIFE, BIG SIZE	10	piece		
18	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), BLUE	3	piece		
19	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), RED	3	piece		
20	DATER, RUBBER, 4MM	2	piece		
21	DUCT TAPE, GRAY, WIDTH: 48mm	12	roll		
22	Epson 003 Black	15	bottle		
23	Epson 003 Cyan	2	bottle		
24	Epson 003 Magenta	2	bottle		
25	Epson 003 Yellow	2	bottle		
26	ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD	2	piece		
27	ERASER, PLASTIC OR RUBBER	5	piece		
28	FASTENER, METAL, 70mm between prongs, 50 sets per box	21	box		
29	Folder, Kraft, A4, brown	100	piece		
30	Folder, Kraft, white, legal size	150	piece		
31	DOCUMENT FRAME, A4 SIZE, WOOD, FOR CERTIFICATES	10	piece		

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for
ENGR. ABDURASAD S. HASAN
 BAC Chairperson

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32	GLUE GUN, HEAVY DUTY	3	UNT		
33	GLUE STICK, 11MM X 227MM	60	PC		
34	GLUE, all purpose, gross weight: 200 grams min	5	jars		
35	ID CLIP, METAL (100PCS/PACK)	1	pack		
36	INK CART, EPSON C13T664100 (T6641), Black	14	cart		
37	INK CART, EPSON C13T664200 (T6642), Cyan	5	cart		
38	INK CART, EPSON C13T664300 (T6643), Magenta	5	cart		
39	INK CART, EPSON C13T664400 (T6644), Yellow	5	cart		
40	MARKER, PERMANENT, bullet type, black	2	piece		
41	NOTEPAD, STICK-ON, 2X2, 100 sheets per pad	5	pad		
42	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	10	pad		
43	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	15	pad		
44	PAPER, MIMEOGRAPHING, LEGAL, 500 SHEETS PER REAM	7	ream		
45	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	75	ream		
46	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	45	ream		
47	PAPER, VELLUM, A4 SIZE, WHITE 200 GSM (10 SHEETS/PACK)	15	pack		
48	Photo Paper (A4 size, Glossy)	15	pack		
49	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	1	piece		
50	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	3	book		
51	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	book		
52	PLASTIC RING BINDER, BIG, PER SAMPLE, BLACK, 10 PCS PER BUNDLE	1	bundle		
53	Sack	20	piece		
54	Scissor, Heavy duty, big 8" minimum	7	piece		
55	Self-Inking Stamp, Adjustable,(Date and Paid in One)	1	piece		
56	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	42	piece		
57	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	34	PC		
58	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5	piece		
59	STAMP PAD INK, blue, 50ml (min.)	3	bottle		
60	STAPLE REMOVER, METAL, HEAVY DUTY, GOOD QUALITY	4	piece		
61	STAPLE WIRE, STANDARD, NO.35, 5000 STAPLES PER BOX	15	box		
62	STAPLER, STANDARD TYPE, WITH REMOVER, load cap: 200 staples min, 1 piece in individual box	8	piece		

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 BAC Chairperson

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63	Tape Dispenser for 1" tape	1	piece		
64	TAPE, DOUBLE SIDED, 1"	19	RL		
65	TAPE, DOUBLE SIDED, 2"	10	RL		
66	TAPE, MASKING, width: 24mm (±1mm)	7	roll		
67	TAPE, MASKING, width: 48mm (±1mm)	6	roll		
68	TAPE, PACKING, width: 48mm (±1mm)	50	roll		
69	TAPE, TRANSPARENT, width: 24mm (±1mm)	43	roll		
70	TAPE, TRANSPARENT, width: 48mm (±1mm)	50	roll		
71	TONER Ineo 206	2	cart		
72	USB flashdrive, 16gb	1	piece		
73	USB flashdrive, 32gb	10	piece		
	XXXXXXXX NOTHING FOLLOWS XXXXXXXX				
	APPROVED BUDGET FOR THE CONTRACT:				
	PHP 124,992.00				

Brand and Model :
 Warranty :

Delivery Period:
 Price Validity:

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

Canvassed by: _____
 Date canvassed : _____

 PRINTED NAME/SIGNATURE

 TEL NO. / CELLPHONE NO.

 DATE