

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 6/25/2025

Quotation No. 2025-047

Company Name: _____

Address: _____

Business Name: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number (required prior to award) : _____

Please quote your **lowest price** on the item/s listed below, subject to the General Conditions set on this document, and submit your quotation duly signed by your representative not later than **9:00AM of 01 July 2025** in the return envelope attached herewith. **(For VAT registered entities, quotation should be VAT-inclusive)**


RUBY MARIA O. SUMAPON

BAC Chairperson/Port Services Division Manager

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 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 THIRTY (30) CALENDAR DAYS

5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION

6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF APPLICABLE

7. APPROVED BUDGET FOR THE CONTRACT (ABC): Php 243,700.00

8. FOR SMALL VALUE PROCUREMENT WITH ABCs ABOVE Php50K, THE BIDDER WITH LOWEST QUOTED PRICE SHALL SUBMIT A DULY NOTARIZED OMNIBUS SWORN STATEMENT (OSS) AS REQUIRED UNDER THE 2016 REVISED IRR OF RA 9184. THE BIDDER SHALL SUBMIT THE OSS BEFORE THE ISSUANCE OF PURCHASE ORDER. FAILURE TO SUBMIT WITHIN 7 WORKING DAYS UPON RECEIPT OF THE NOTICE OF AWARD SHALL BE GROUND FOR A FORFEITURE OF THE P.O. AND SHALL BE AWARDED TO THE NEXT LOWEST BIDDER.

9. FOR DIRECT CONTRACTING, THE SUPPLIER SHALL POST A WARRANTY SECURITY FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES (SEE ATTACHED: FORMS OF WARRANTY SECURITY.)

Instructions:

- (1) Accomplish this RFQ correctly and accurately; (2) Do not alter the contents of this form in any way; (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation; (4) Failure to follow these instructions will disqualify your entire quotation.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
Procurement of 2nd Quarter Office Supplies for CY 2025					
1	Toner Cartridge PR 2114TCY (for HP Laserjet Pro M283FDW)	8	PC		
2	Alcohol 500 ml (70% solution), Ethyl Alcohol	120	BOT		
3	Toner Cartridge PR 2112TCY (for HP Laserjet Pro M283FDW)	8	PC		

4	Toner Cartridge PR 2111TCB (for HP Laserjet Pro M283FDW)	8	PC		
5	Time Stamp Machine Ribbon for Nedtek TS-350	10	PC		
6	Stapler, Heavy Duty, flat stapling function/flat clinch, capacity: 50/100 staples, staples up to 40 sheets	10	PC		
7	Pen, Ballpen Black, Push & Click, Water Gel	500	PC		
8	Computer Toner Cartridge 08AS	2	PC		
9	Computer Ribbon Cartridge (EPSON LQ 310)	20	PC		
10	Computer Ribbon Cartridge #16532 LX 310	20	PC		
11	Computer Paper 11 X 9 1/2, 3 ply, carbonless	50	BOX		
12	Computer Ink Brother BT5000Y	6	PC		
13	Computer Ink Brother BT5000M	6	PC		
14	Computer Ink Brother BT5000C	6	PC		
15	Computer Ink Brother BTD60BK	10	PC		
16	Bond Paper 8.5 x 13" 70 GSM ***	20	RM		
17	Bond Paper 210 x 297 mm 70 GSM (A4) ***	20	RM		
18	Binder Clip, Backfold, 2", 50mm, 12 pcs/box	28	BOX		
19	Toner Cartridge PR 2113TCY (for HP Laserjet Pro M283FDW)	8	PC		

REMARKS:

***** For Items 16-17, the supplier shall:**

- 1. The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.**
- 2. The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).**
- 3. Any paper wrapping and carton box packing must be made from 100% recycled fibre.**

Brand and Model :

Delivery Period :

Warranty :

Price Validity :

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

Printed Name / Signature

Position / Designation

Tel. No. / Cellphone No.

email address

Date: _____

PR No. CDO-2696-25

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The PPA PMO MO/C Technical Inspector shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, PPA PMO MO/C 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.
11. Payment shall be made after delivery and upon the submission of the required supporting documents.
12. Liquidated damages equivalent to the one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. PPA PMO MO/C shall rescind 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.

For any clarifications, you may contact us at telephone no. (088) 8561264/8564667; or cellphone no. 09061647613 or email address at **moc_supply@ppa.com.ph**.