

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 8/11/2025

Quotation No. 2025-063

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 15 August 2025** in the return envelope attached herewith. **(For VAT registered entities, quotation should be VAT-inclusive)**

  
RUBY MARIA O. TUMAPON

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 683,455.00

**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
<b>Procurement of Office Supplies for the 3rd Quarter of CY 2025</b>					
1	Record Book 200 leaves ***	20	PC		
2	Sign Pen, blue, 1.00mm broad, gel ink roller ball pen, retractable, light proof / water proof, stainless steel tip, pigment ink, w/ rubber grip	12	PC		

3	Wireless Mouse	10	PC		
4	Toner Cartridge PR 2480TCB	15	PC		
5	Toner Cartridge PR 2114TCY (for HP Laserjet Pro M283FDW)	13	PC		
6	Toner Cartridge PR 2113TCY (for HP Laserjet Pro M283FDW)	13	PC		
7	Toner Cartridge PR 2112TCY (for HP Laserjet Pro M283FDW)	13	PC		
8	Toner Cartridge PR 2111TCB (for HP Laserjet Pro M283FDW)	15	PC		
9	HP Ink Advantage 682, Colored	5	PC		
10	HP Ink Advantage 682, Black	5	PC		
11	Clearsheet Protector, Long 11 holes, 10 sheets per pack, Heavy Duty	10	PK		
12	Certificate Holder, A4	30	PC		
13	Whiteboard Marker blue	36	PC		
14	View Binder, 3-hole, Long, 1.5"	24	PC		
15	USB, Flashdrive 16G	2	PC		
16	Thermal Paper roll, 80mm x 70mm	60	RL		
17	Tape, Duct, 48mm	30	RL		
18	Tape, Transparent 24 mm, 100m	80	RL		
19	Tape, Masking 24 mm, 100m	60	RL		
20	Tape, Double-sided Adhesive, Heavy-duty, 24mm	30	RL		

21	Sticky Note, Index Tab Arrow, 43mmx12mm	20	PK		
22	Stapler, Heavy Duty, flat stapling function/flat clinch, capacity: 50/100 staples, staples up to 40 sheets	15	PC		
23	Staple Wire # 35, 5000 staples	100	BOX		
24	Scissors, Multi-purpose, heavy-duty, at least 7 inches long	15	PRS		
25	Ruler 12", Stainless Steel	12	PC		
26	Record Book 500 pages ***	30	PC		
27	PVC Cover. Long, 300 mic, Clear	1	PK		
28	PVC Cover. A4, 300 mic, Clear	1	PK		
29	Philippine Flag (3 x 5 ft), with eyelet	10	PC		
30	Pencil , # 2	60	PC		
31	Pen, Sign Pen .05 Black	200	PC		
32	Pen, Pentel pen Fine Black	40	PC		
33	Pen, Ballpen Black, Push & Click, Water Gel	500	PC		
34	Paper Clip Small (PVC/Plastic coated) 33mm	50	BOX		
35	Paper Clip Jumbo (PVC/Plastic coated) 50mm	50	BOX		
36	Computer Toner Cartridge Pantum 210EV	10	PC		
37	Notepad 3 x 3, multicolored	50	PAD		
38	Map/Push Pin, at least 50pcs/pack	5	PK		

39	Laminating film, 9" x 50m, 250 mic (for APUP/ID lamination)	6	RL		
40	Highlighter, High Quality finish, waterbased ink and writing comfort, Assorted Colors	80	PC		
41	Glue, Multi-purpose, non-toxic, 240grams	10	BOT		
42	Folder, white, A4	500	PC		
43	Folder, Long, white	300	PC		
44	Folder, Expandable, Long (Green)	300	PC		
45	Fastener metal, 50pcs/box	80	BOX		
46	Envelope Expandable, Long, Brown	200	PC		
47	Dater Stamp	10	PC		
48	Correction Tape, 5mm x 8m	150	PC		
49	Computer Toner Cartridge HP 35A	12	PC		
50	Computer Toner Cartridge, HP 85A	12	PC		
51	Computer Toner Cartridge 08AS	4	PC		
52	Computer Ribbon refill	200	RL		
53	Computer Ribbon Cartridge (EPSON LQ 310)	12	PC		
54	Computer Ribbon Cartridge #16532 LX 310	12	PC		
55	Computer Paper 11 X 9 1/2, 3 ply, carbonless	110	BOX		
56	Computer Ink Canon 790 Yellow, Genuine	5	PC		

57	Computer Ink Canon 790 Magenta, Genuine	5	PC		
58	Computer Ink Canon 790 Cyan, Genuine	5	PC		
59	Computer Ink Canon 790 Black, Genuine	5	PC		
60	Computer Ink Epson 664, Yellow, Genuine	6	BOT		
61	Computer Ink Epson 664, Magenta, Genuine	6	BOT		
62	Computer Ink Epson 664, Cyan, Genuine	6	BOT		
63	Computer Ink Epson 664, Black, Genuine	6	BOT		
64	Computer Ink Epson 003 Yellow, Genuine	10	PC		
65	Computer Ink Epson 003 Magenta, Genuine	10	PC		
66	Computer Ink Epson 003 Cyan, Genuine	10	PC		
67	Computer Ink Epson 003 Black, Genuine	15	PC		
68	Computer Ink Brother BT5000Y	5	PC		
69	Computer Ink Brother BT5000M	5	PC		
70	Computer Ink Brother BT5000C	5	PC		
71	Computer Ink Brother BTD60BK	10	PC		
72	Calculator (Solar)	10	PC		
73	Bond Paper - 8.5 x 11" Substance 20 (Short) ***	30	RM		
74	Bond Paper 8.5 x 13" 70 GSM ***	120	RM		

75	Bond Paper 210 x 297 mm 70 GSM (A4) ***	125	RM		
76	Binder Clip, Backfold, 2", 50mm, 12 pcs/box	30	BOX		
77	Battery AA, Heavy Duty (2pcs/pack), LR6-1.5V, 3x longer lasting, 10 year shelf life	60	PK		
78	Alcohol 500 ml (70% solution), Ethyl Alcohol	100	BOT		

**REMARKS:**

\*\*\* For Items 1, 26 & 73-75, 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.

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-2708-25**

#### **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](mailto:moc_supply@ppa.com.ph)**.