

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 3/25/2026
Quotation No. 2026-002

Company Name: _____

Address: _____

Business Name: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number (required prior to award): _____

Please quote your **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 **10:00 AM of 30 March 2026** in the return envelope attached herewith. **(For VAT registered entities, Quotation should be VAT-inclusive)**


MEDARDO I. SOSOBRADO, JR.
BAC Chairperson/Division Manager A - Port Police

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN;
 2. DELIVERY PERIOD WITHIN TEN (10) CALENDAR 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. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:
 - a) VALID BUSINESS PERMIT
 - b) PhilGEPS REGISTRATION CERTIFICATE; AND
 - c) BIR REGISTRATION;
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF APPLICABLE;
 7. APPROVED BUDGET FOR THE CONTRACT (ABC): Php 998,010.00
 8. FOR SMALL VALUE PROCUREMENT WITH ABCs ABOVE Php200K, THE BIDDER WITH THE MOST ECONOMICALLY ADVANTAGEOUS RESPONSIVE BID (MEARB), AT ITS OWN EXPENSE, SHALL SUBMIT A DULY NOTARIZED OMNIBUS SWORN STATEMENT (OSS) AS REQUIRED UNDER THE IRR OF RA 12009. THE BIDDER SHALL SUBMIT THE NOTARIZED OSS BEFORE THE ISSUANCE/RECEIPT OF PURCHASE ORDER. FAILURE OF OSS SUBMISSION WITHIN 7 WORKING DAYS SHALL BE GROUND FOR A FORFEITURE OF THE P.O. AND SHALL BE AWARDED TO THE NEXT MEARB.
 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 requirements will disqualify your quotation; and
- (4) Failure to follow herein instructions will disqualify the entire quotation.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
Procurement of Office Supplies for the 1st Quarter of CY 2026					
ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Battery AA, Heavy Duty (2pcs/pack), LR6-1.5V, 3x longer lasting, 10 year shelf life	50	PK		

2	Computer Ink HP GT 52, Cyan	10	BOT		
3	Bond Paper 210 x 297 mm 70 GSM (A4) ***	200	RM		
4	Bond Paper 8.5 x 13" 70 GSM ***	205	RM		
5	Bond Paper - 8.5 x 11" Substance 20 (Short) ***	50	RM		
6	Bondpaper A3 70 GSM ***	5	RM		
7	Calculator (Solar)	12	PC		
8	Computer Ink Brother BTD60BK	8	BOT		
9	Computer Ink Brother BT5000C	10	BOT		
10	Computer Ink Brother BT5000M	6	BOT		
11	Computer Ink Brother BT5000Y	6	BOT		
12	Computer Ink Epson 003 Black, Genuine	12	BOT		
13	Computer Ink Epson 664, Black, Genuine	15	BOT		
14	Computer Ink Epson 664, Magenta, Genuine	10	BOT		
15	Computer Ink Epson 664, Cyan, Genuine	10	BOT		
16	Computer Ink Epson 664, Yellow, Genuine	10	BOT		
17	Computer Ink Epson T7741 Black	8	BOT		
18	Computer Ink HP GT 53, Black, Genuine	12	BOT		
19	Computer Ink HP GT 52, Magenta	10	BOT		

20	Computer Ink HP GT 52, Yellow	10	BOT		
21	Computer Keyboard	10	PC		
22	Computer Paper 11 X 15, 3 ply	2	BOX		
23	Computer Paper 11 X 9 1/2, 3 ply, carbonless	140	BOX		
24	Computer Ribbon Cartridge (EPSON LQ 310)	36	PC		
25	Computer Toner Cartridge 08AS	8	PC		
26	Computer Toner Cartridge, HP 85A	16	PC		
27	Computer Toner Cartridge HP CF410A, Blk (Genuine)	2	PC		
28	Computer Toner Cartridge HP CF410A, Mag (Genuine)	2	PC		
29	Computer Toner Cartridge 12A	15	PC		
30	Computer Toner Cartridge HP 35A	16	PC		
31	Correction Tape, 5mm x 8m	120	PC		
32	Cutter, 18mm Multi-Purpose, Heavy-Duty	12	PC		
33	Data Folder, Legal, 2" (spine 2 rings), Blue, for 201 Files	50	PC		
34	Data Folder, Legal, 3" (spine 2 rings), Blue, for 201 Files	50	PC		
35	Envelope Brown Long	500	PC		
36	Envelope Mailing, Ordinary (500pcs per box)	2	BOX		
37	File Tray, 2-layer, Metal	12	PC		

38	Folder, Long, white	1,000.00	PC		
39	Glue, Multi-purpose, non-toxic, 240grams	12	PC		
40	Hot Melt Glue gun, Heavy Duty, 80W, 11mm	5	PC		
41	Glue stick, 10pcs/pack, 11mm	10	PK		
42	Highlighter, High Quality finish, water based ink and writing comfort, Assorted Colors	80	PC		
43	Computer Toner Cartridge HP 107A (W1107A) - (for HP Laser MFP 137 FNW Printer)	15	PC		
44	Laminating film, 9" x 50m, 250 mic (for APUP/ID lamination)	12	RL		
45	Notepad 3 x 3, multicolored	120	PAD		
46	Computer Toner Cartridge Pantum 210EV	12	PC		
47	Pen, Ballpen Black, Push & Click, Water Gel	500	PC		
48	Pen, Ballpen Blue, Push & Click, Water Gel	500	PC		
49	Pen, Pentel pen Fine Black	24	PC		
50	Pen, Sign Pen .05 Black	180	PC		
51	Pencil , # 2	24	PC		
52	Puncher, paper heavy duty	12	PC		
53	PVC Cover. A4, 300 mic, Clear, 100 per pack	2	PK		
54	PVC Cover. Long, 300 mic, Clear	1	PK		
55	Record Book 200 leaves ***	30	PC		

56	Sharpener, single head cutter	5	PC		
57	Stamp pad ink (violet)	12	PC		
58	Stamp pad (Felt Pad), No. 1	24	PC		
59	Staple Wire # 35, 5000 staples	120	BOX		
60	Stapler, Heavy Duty, flat stapling function/flat clinch, capacity: 50/100 staples, staples up to 40 sheets	20	PC		
61	Sticker paper, A4, 10pcs/pack, matte	25	PK		
62	Sticky Note, Index Tab Arrow, 43mmx12mm	30	PK		
63	TAPE DISPENSER, table top	15	PC		
64	Tape, Double-sided Adhesive, Heavy-duty, 24mm	30	RL		
65	Tape, Masking 24 mm, 100m	50	RL		
66	Tape, Packaging 48 mm	100	RL		
67	Tape, Transparent 24 mm	80	RL		
68	Tape, Transparent 24 mm	12	RL		
69	Thermal Paper roll, 80mm x 70mm	80	RL		
70	View Binder, 3-hole, A4, White, 1"	12	PC		
71	View Binder, 3-hole, A4, White, 2"	24	PC		
72	Computer Mouse Pad w/ Wrist Rest, Heavy Duty	15	PC		
73	Photopaper, Double Sided, Glossy, A4, at least 180gsm	20	PK		

74	HP Ink Advantage 682, Black	6	PC		
75	HP Ink Advantage 682, Colored	6	PC		
76	Stick on Note Pad, 3 x 5, multi colored	40	PAD		
77	View Binder, 3-hole, Long, 2"	12	PC		
78	Time Stamp Machine Ribbon for Nedtek TS-350	15	PC		
79	Brother Toner Cartridge TN 269 XL Cyan, Genuine	5	PC		
80	Brother Toner Cartridge TN 269 XL Magenta, Genuine	5	PC		
81	Brother Toner Cartridge TN 269 XL Black, Genuine	5	PC		
82	Brother Toner Cartridge TN 269 XL Yellow, Genuine	5	PC		
83	Hi-Techpoint Retractable Roller Ball Signpen, 0.7mm Blue	36	PC		
84	Hi-Techpoint Retractable Roller Ball Signpen, 0.7mm Black	36	PC		
85	Brother Ink Cartridge, LC462XL Black, Genuine	3	PC		
86	Brother Ink Cartridge, LC462XL Cyan, Genuine	3	PC		
87	Brother Ink Cartridge, LC462XL Magenta, Genuine	3	PC		
88	Brother Ink Cartridge, LC462XL Yellow, Genuine	3	PC		
89	Toner Cartridge PR 2480TCB	5	PC		
90	Toner Cartridge PR 2380TCB	10	PC		
91	Wireless Mouse	15	PC		

REMARKS:

***** For Items 3-6 & 55 the supplier shall:**

- 1. Supply products which are made out of raw materials from at least 50% recycled fibre.**
- 2. 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-2835-26)

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. 0966 230 4911 or email address at **moc_supply@ppa.com.ph**.