

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Date: 12/10/2024
Quotation No. 2024-107

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 16 December 2024** in the return envelope attached herewith. **(For VAT registered entities, quotation should be VAT-inclusive)**


RUFY MARIA O. LUMAPON
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 455,765.00
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 4th Quarter Office Supplies for CY 2024					
1	Computer Toner Cartridge, HP 85A	12	PC		
2	Battery AAA , Alkaline, Heavy-duty (2pcs/pack), LR03-15V, 3x longer lasting, 10 year shelf life	50	PK		
3	Retractable ID Sling, Pull Buckle, Reel Lanyard	100	PC		

4	Time Stamp Machine Ribbon for Nedtek TS-350	10	PC		
5	Stick on Note Pad, 3 x 5, multi colored	20	PAD		
6	HP Ink Advantage 682, Colored	5	PC		
7	HP Ink Advantage 682, Black	5	PC		
8	Computer Paper 13 X 9 1/2, 4 ply, carbonless	50	BOX		
9	Paper Bag, atleast 11.4" x 5.9", 100pcs/pack	5	PK		
10	Photopaper, Double Sided, Glossy, A4, at least 180gsm	10	PK		
11	Insecticide, Multi Insect Killer, Odorless, 500ml	12	CAN		
12	Sign Pen, Gel, Hi-tecpoint, broad, 1.0mm, blue	5	PC		
13	Sign Pen, Gel, Hi-tecpoint, broad, 1.0mm, black	5	PC		
14	Hot Stamping Certificate, A4, 160gsm, 10pcs/pack	12	PK		
15	Whiteboard Marker black	30	PC		
16	View Binder, 3-hole, Long, 1.5"	12	PC		
17	View Binder, 3-hole, A4, White, 1.5	12	PC		
18	Toner, Ineo 164, TN 116	2	PC		
19	Thermal Paper roll, 80mm x 70mm	30	RL		
20	Tape, Duct, 48mm	10	RL		
21	Tape, Transparent 24 mm, 200m	50	RL		

22	Tape, Packaging 48 mm, 200m	50	RL		
23	Tape, Masking 24 mm, 200m	50	RL		
24	Sticker paper, A4, 10pcs/pack, matte	10	PK		
25	Stapler, Heavy Duty	15	PC		
26	Staple Wire # 35, 5000 staples	80	BOX		
27	Stamp pad ink (violet)	12	BOT		
28	Scissors, Multi-purpose, heavy-duty, at least 7 inches long	12	PRS		
29	Ruler 12", Stainless Steel	12	PC		
30	Philippine Flag (3 x 6 ft), with eyelet	6	PC		
31	Pencil , # 2	36	PC		
32	Pen, Sign Pen .05 Black	50	PC		
33	Pen, Pentel pen Fine Black	36	PC		
34	Pen, Ballpen Black, Push & Click, Water Gel	200	PC		
35	Paper Clip Small (PVC/Plastic coated) 33mm	50	BOX		
36	Paper Clip Jumbo (PVC/Plastic coated) 50mm	50	BOX		
37	Computer Toner Cartridge Pantum (EV-410X)	1	PC		
38	Computer Toner Cartridge Pantum 210EV	5	PC		
39	Laminating film, 9" x 50m, 250 mic (for APUP/ID lamination)	5	RL		

40	HP 107A (W1107A) - (for HP Laser MFP 137 FNW Printer) Genuine	4	PC		
41	Highlighter, High Quality finish, waterbased ink and writing comfort, Assorted Colors	30	PC		
42	Folder, Long, white	200	PC		
43	Folder, Expandable, Long (Green)	200	PC		
44	Disinfectant, 400gms, 3 in 1 action, kills bacteria and viruses, Eliminates Odors, Freshens Air ***	6	CAN		
45	Dater Stamp	6	PC		
46	Correction Tape, 5mm x 8m	50	PC		
47	Computer Toner Cartridge HP 35A	10	PC		
48	Computer Toner Cartridge HP CF410A, Mag (Genuine)	1	PC		
49	Computer Toner Cartridge HP CF410A, Blk (Genuine)	2	PC		
50	Computer Toner Cartridge 08AS	3	PC		
51	Computer Ribbon refill	50	RL		
52	Computer Ribbon Cartridge (EPSON LQ 310)	12	PC		
53	Computer Paper 11 X 9 1/2, 3 ply, carbonless	100	BOX		
54	Computer Mouse, Optical, USB Port	12	PC		
55	Computer Ink Epson 664, Black, Genuine	10	PC		
56	Computer Ink Epson 003 Yellow, Genuine	5	PC		
57	Computer Ink Epson 003 Magenta, Genuine	5	PC		

58	Computer Ink Epson 003 Cyan, Genuine	5	PC		
59	Computer Ink Epson 003 Black, Genuine	10	PC		
60	Bundy Clock Ribbon, Comix MT8800	5	PC		
61	Bundy Clock Ribbon, Comix MT7100	5	PC		
62	Bond Paper - 8.5 x 11" Substance 20 (Short) ***	20	RM		
63	Bond Paper 8.5 x 13" 70 GSM ***	60	RM		
64	Bond Paper 210 x 297 mm 70 GSM (A4) ***	100	RM		
65	Binder Clip, Backfold, 1 1/4", 32mm, 12 pc/bx	35	BOX		
66	Binder Clip, Backfold, 2", 50mm, 12 pcs/box	35	BOX		
67	Binder Clip, Backfold, 3/4" (19.05mm), 12pcs/box	35	BOX		
68	Binder Clip, Backfold, 1" (25mm), 12 pcs/box	35	BOX		

REMARKS:

***** For Items 62, 63 & 64, 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.**

***** For Item 44, the supplier shall:**

- 1. Supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).**
- 2. Supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.**
- 3. Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognised body showing compliance.**
- 4. Provide evidence that the specifications are met. A list of all ingredients constituting greater than 0.1% of the product for each of the cleaning products must be supplied. The supplier shall also provide documentation from the manufacturer stating that it does not contain the specified substances mentioned above by submitting information on identity and chemical and physical properties, health hazards and precautions for use and safe handling as well as disposal. Documentation can include safety data sheets such as technical data sheets, third party lab test reports etc.**

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-2598-24

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**.