

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 3/17/2025  
Quotation No. 2025-010

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

  
**RUFFY MARIA O. JUMAPON**  
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 965,000.00
  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 1st Quarter Office Supplies for CY 2025</b>					
1	Stapler, Heavy Duty, Full Strip Stapler No.1111	15	PC		
2	Computer Mouse, Optical, USB Port	12	PC		
3	Computer Keyboard	8	PC		
4	Brother Ink Cartridge, LC462XL Yellow, Genuine	2	PC		

5	Brother Ink Cartridge, LC462XL Magenta, Genuine	2	PC		
6	Brother Ink Cartridge, LC462XL Cyan, Genuine	2	PC		
7	Brother Ink Cartridge, LC462XL Black, Genuine	3	PC		
8	Hi-Techpoint Retractable Roller Ball Signpen, 0.7mm Black	3	PC		
9	Hi-Techpoint Retractable Roller Ball Signpen, 0.7mm Blue	3	PC		
10	Brother Toner Cartridge TN 269 XL Yellow, Genuine	15	PC		
11	Brother Toner Cartridge TN 269 XL Magenta, Genuine	15	PC		
12	Brother Toner Cartridge TN 269 XL Cyan, Genuine	15	PC		
13	Brother Toner Cartridge TN 269 XL Black, Genuine	30	PC		
14	Time Stamp Machine Ribbon for Nedtek TS-350	10	PC		
15	View Binder, 3-hole, Long, 2"	12	PC		
16	Certificate Holder, A4	30	PC		
17	Computer Mouse Pad w/ Wrist Rest, Heavy Duty	12	PC		
18	Whiteboard Marker black	24	PC		
19	View Binder, 3-hole, A4, White, 2"	24	PC		
20	Toner, Ineo 164, TN 116	2	PC		
21	Tape, Transparent 24 mm, 100m	120	RL		
22	Tape, Packaging 48 mm, 100m	80	RL		
23	Tape, Masking, 48mm	30	RL		

24	Tape, Masking 24 mm, 100m	60	RL		
25	Tape, Double-sided Adhesive, Heavy-duty, 24mm	30	RL		
26	Sticky Note, Index Tab Arrow, 43mmx12mm	20	PK		
27	Sticker paper, A4, 10pcs/pack, matte	24	PK		
28	Staple Wire # 35, 5000 staples	80	BOX		
29	Stamp pad ink (violet)	36	BOT		
30	Record Book 500 pages	30	PC		
31	Pencil , # 2	60	PC		
32	Pen, Sign Pen .05 Blue	60	PC		
33	Pen, Sign Pen .05 Black	150	PC		
34	Pen, Pentel pen Fine Black	28	PC		
35	Pen, Ballpen Black, Push & Click, Water Gel	300	PC		
36	Computer Toner Cartridge Pantum 210EV	10	PC		
37	Notepad 3 x 3, multicolored	60	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	INDEX TAB, self-adhesive, transparent	10	BOX		
41	Folder, Long, white	500	PC		
42	Folder, Expandable, Long (Green)	300	PC		

43	File Box, Single	75	PC		
44	Fastener metal, 50pcs/box	60	BOX		
45	Eraser, Rubber, Dust Free, Clean and Soft Erasing	12	PC		
46	ERASER, FELT, for blackboard/whiteboard	6	PC		
47	Envelope Mailing, Ordinary (500pcs per box)	1	BOX		
48	Envelope Brown Long	500	PC		
49	Storage (Balikbayan) Box; at least 61 cm x 46 cm x 61 cm or 24 x 18 x 24 inches	15	PC		
50	Data Folder, Legal, 3" (spine 2 rings), Blue, for 201 Files	50	PC		
51	Data Folder, Legal, 2" (spine 2 rings), Blue, for 201 Files	50	PC		
52	Correction Tape, 5mm x 8m	100	PC		
53	Computer Toner Cartridge HP 35A, Genuine	15	PC		
54	Computer Toner Cartridge 12A	8	PC		
55	Computer Toner Cartridge HP CF410A, Yellow (Genuine)	1	PC		
56	Computer Toner Cartridge HP CF410A, Mag (Genuine)	1	PC		
57	Computer Toner Cartridge HP CF410A, Cyan (Genuine)	1	PC		
58	Computer Toner Cartridge HP CF410A, Blk (Genuine)	2	PC		
59	Computer Toner Cartridge, HP 85A	15	PC		
60	Computer Toner Cartridge 08AS	8	PC		
61	Computer Ribbon refill	100	RL		

62	Computer Ribbon Cartridge (EPSON LQ 310)	24	PC		
63	Computer Paper 11 X 9 1/2, 3 ply, carbonless	120	BOX		
64	Computer Paper 11 X 14 7/8, 3 ply	3	BOX		
65	Computer Ink Epson 664, Black, Genuine	10	BOT		
66	Computer Ink Epson 003 Yellow, Genuine	10	PC		
67	Computer Ink Epson 003 Magenta, Genuine	10	PC		
68	Computer Ink Epson 003 Cyan, Genuine	10	PC		
69	Computer Ink Epson 003 Black, Genuine	17	PC		
70	Bond Paper - 8.5 x 11" Substance 20 (Short) ***	50	RM		
71	Bond Paper 8.5 x 13" 70 GSM ***	100	RM		
72	Bond Paper 210 x 297 mm 70 GSM (A4) ***	120	RM		
73	Binder Clip, Backfold, 2", 50mm, 12 pcs/box	36	BOX		
74	Alcohol 500 ml (70% solution), Ethyl Alcohol	80	BOT		

**REMARKS:**

\*\*\* For Items 70-72, 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-2638-24**

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