



# Poro Point Management Corporation

A member of the BCDA Group

Gov. Joaquin L. Ortega Avenue, Poro City of San Fernando, La Union  
Tel No. 242 0684 Email address: [ppmbacsecretariat@gmail.com](mailto:ppmbacsecretariat@gmail.com)

## REQUEST FOR QUOTATION

Date: \_\_\_\_\_

**Business Name** \_\_\_\_\_  
**Business Address** \_\_\_\_\_  
 \_\_\_\_\_  
**PhilGEPS Reg. No.** \_\_\_\_\_  
**TIN** \_\_\_\_\_  
**Tel No.** \_\_\_\_\_  
**E-mail address** \_\_\_\_\_

Please quote your lowest price for the **supply and delivery of executive daily planner** using this form or your letterhead following the format below. Please take note of the following details.

1. The Approved Budget for the Contract (ABC) is **Seventy Four Thousand Nine Hundred Ten Pesos Only and 00/100** (Ph74,910.00).
2. Any quotation in excess of the ABC will be automatically rejected. Poro Point Management Corporation is VAT Registered.
3. Quotation must be submitted on or before **November 30, 2023 at 5:00 pm.**  
 Quotation must be submitted in sealed envelope for manual submission at PPMC Administration Building, Governor Joaquin L. Ortega Avenue, Poro Point Freeport Zone, Poro, City of San Fernando, La Union on or before **November 30, 2023 at 5:00 pm.**  
 Quotation submitted by email should be sent to the following email address: **ppmbacsecretariat@gmail.com**
4. Mode of Procurement: NP 53.9 – Small Value Procurement
5. Send the said quotation together with the following documents:
  - a. Mayor's/Business Permit
  - b. PhilGEPS Registration Number
  - c. Omnibus Sworn Statement (To be submitted within Five (5) calendar days from receipt of the Notice of Award)

**N.B. Procuring Entities already maintaining an updated file of any of the bidder's abovementioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.**

*PPMC reserves the right to accept or reject any or all of the quotations or formally waive any defect or minor deviations therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning supplier refuse to accept the award without justifiable reason/s.*

  
**MR. CARLO S. ESCALONA**  
Procurement Officer

  
**MS. CHARLOTTE C. BANDOLIN**  
Administrative Officer

Per request, below is/ are the price(s) of the article(s)/ service(s) as indicated in the Unit Price:

| Quantity | Unit   | Specifications   | Approved Budget of the Contract | Unit Cost (VAT – Inclusive) | Total Cost (VAT – Inclusive) |
|----------|--------|--|---------------------------------|-----------------------------|------------------------------|
| 227      | Pieces | Supply and delivery of Executive Daily Planner<br>Filler: 2024 Design<br>Material: Bookpaper Opera Cream at least 80gsm<br>Size: 5.5 inches x 8 inches<br>Cover: Leatherette<br>1 Personalized Insert Page (C2S 130 gsm)<br>Assembly: Type Wire-O<br>Packaging: Individual Box with Ribbon | 74,910.00                       |                             |                              |

**THE SUPPLIER MAY OFFER MORE SUPERIOR SPECIFICATIONS AT NO ADDITIONAL COST TO PPMC.**



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### TERMS AND CONDITIONS:

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Payment Term</b>    | <b>30 Days</b>                    |
| <b>Delivery Period</b> | <b>30 CD upon receipt of P.O.</b> |
| <b>Price Validity</b>  | <b>30 Calendar Days</b>           |

We hereby certify that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be made prior to our receipt of your Purchase Order.

**Name of Authorized Representative** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Position Title/ Designation** \_\_\_\_\_