



PORO POINT MANAGEMENT CORPORATION
Gov. Joaquin L. Ortega Ave., Poro Point Freeport Zone, Poro, City of San Fernando, La Union
Tel No. : (072)-888-5954
Email Address: ppmbacsecretariat@gmail.com



REQUEST FOR QUOTATION

Date: November 7, 2024

Business Name: _____
Business Address: _____
PhilGEPS Reg. No. _____
TIN _____
Tel No. / Fax No. _____
E-mail Address _____

Please quote your lowest price(s) for the **Supply and Delivery of Office Supplies** using this form or your letterhead following the format below. Please take note of the following details:

1. The Total Approved Budget for the Contract (ABC) is **Eighty-Eight Thousand Five Hundred Sixteen and 00/100 Pesos (Php88,516.00)**

2. Any quotation in excess of the ABC will be automatically rejected. **Poro Point Management Corporation** is VAT registered.

3. Quotation must be submitted not later than **November 13, 2024 at 5:00pm**

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 13, 2024 at 5:00pm**

Quotation submitted by email should be sent to the following email address: ppmbacsecretariat@gmail.com

4. Mode of Procurement: **NP 52.16 Shopping**

5. Send the said quotation/s together with the following documents in sealed envelope:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Number
- c. DTI or SEC Registration
- d. BIR Registration

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. DINO PAOLO D. GARCIA
Procurement Assistant

MR. CARLOS 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 Unit Price:

Quantity	Unit	Specifications	Approved Budget for the Contract	Unit Cost (VAT-Inclusive)	Total Amount (VAT-Inclusive)
42	PIECE	BALLPEN, black fine point	336.00		
10	PIECE	BATTERY, size AA	300.00		
5	PIECE	BATTERY, size AAA	200.00		
3	PACK	BOARD PAPER, long	135.00		
180	REAM	BOND PAPER, A4 PPC	42,300.00		
10	REAM	BOND PAPER, long S20	2,500.00		
10	PIECE	COMPACT DISK RECORDABLE-WRITABLE, with case	400.00		
10	PIECE	CORRECTION ROLLER	300.00		
50	PIECE	ENVELOPE, long brown, documentary	150.00		
50	PIECE	ENVELOPE, long expanding	750.00		
250	PIECE	ENVELOPE, mailing, white long	375.00		
100	PIECE	FOLDER, long expanding	1,500.00		
50	PIECE	FOLDER, long ordinary	400.00		
10	CART	INK CARTRIDGE, CANON PIXMA black #810 - w/ SDS	13,000.00		
10	CART	INK CARTRIDGE, CANON PIXMA color #811 - w/ SDS	17,000.00		
5	PAD	POST IT, 2X3	100.00		
5	PAD	POST IT, 3X4	150.00		
400	PIECE	PUNCH CARD FOR ELECTRONIC TIME RECORDER	2,000.00		
6	PIECE	TAPE, transparent 1"	120.00		
1	ITEM	TONER for photocopier Fujixerox S2110	6,500.00		

*Note: This is a **line item award** wherein purchases are awarded to the vendor providing the lowest price for individual items in a multi-item procurements. Multiple vendors may be awarded purchases from a multi-item solicitation.*

Terms and Conditions:

PAYMENT TERM: 30 Days or COD
DELIVERY DATE: 15 Working Days from receipt of Purchase Order or if COD, upon receipt of payment
PRICE VALIDITY: 30 Days



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REQUEST FOR QUOTATION

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 of Authorized Representative:

Position Title/ Designation of Authorized Representative:
