



Poropoint Management Corporation

A member of the BCDA Group

Gov. Joaquin L. Ortega Avenue, Poropoint City of San Fernando, La Union
Tel No. 242 0684 Email address: pmpcbacsecretariat@gmail.com



REQUEST FOR QUOTATION

Date: November 25, 2024

Business Name _____
Business Address _____
PhilGEPS Reg. No. _____
TIN _____
Tel No. _____
E-mail address _____

Please quote your lowest price for the **SUPPLY AND DELIVERY OF PLANNER AND NOTEBOOK**, 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 **One Hundred Twenty-Four Thousand and 00/100 Pesos Only. (Php 124,000.00).**
2. Any quotation in excess of the ABC will be automatically rejected. Poropoint Management Corporation is VAT Registered.
3. Quotation must be submitted on or before **November 29, 2024 at 4:00pm**
Quotation must be submitted in sealed envelope for manual submission at PPMC Administration Building, Governor Joaquin L. Ortega Avenue, Poropoint Freeport Zone, Poropoint, City of San Fernando, La Union on or before **November 29, 2024 at 4:00pm**
Quotation submitted by email should be sent to the following email address:
pmpcbacsecretariat@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. DTI or SEC Registrations
 - d. Business / Mayor's Permit
 - e. Omnibus Sworn Statement

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. 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:

| QTY | Unit | Specifications | Approved Budget of the Contract Php 124,000.00 | Unit Cost (VAT – Inclusive) | Total Cost (VAT – Inclusive) |
|-----|-------|--|---|--------------------------------|---------------------------------|
| 300 | Piece | Personalized Executive Diary Planner Supply and delivery of Executive Diary Planner -Filler: 2025 Design -Material: Bookpaper Opera Cream atleast 80gsm -Size: 5.5 inches by 8 inches -Cover: Leatherette -1 Personalized Insert Page (C2S 130 GSM) -Debossing Company Logo -Assembly: Type Wire-O -Delivery to PPMC Administration Building, Poropoint, City of San Fernando, La Union | | | |

| | | | | | |
|-----|-------|--|--|--|--|
| 100 | Piece | Personalized Notebook Supply and delivery of Diary Strap Notebook w/ String Lock <ul style="list-style-type: none"> - A5 Size Thick - Hard Cover - Not less than 120 leaves or not less than 240pages - Ruled - Rounded corners - Elastic closure - Matching bookmark ribbon - Acid-free, ivory-colored paper - Lies flat, opens at 180° - Size: 212mm - With Company Logo Stamping - Made of Environment Friendly Materials PU skin - Delivery to PPMC Administration Building, Poro, City of San Fernando, La Union | | | |
|-----|-------|--|--|--|--|

TERMS AND CONDITIONS:

Payment Term
Delivery Period
Price Validity

30 DAYS
15 WD upon signing of Purchase Order
30 Calendar Days

We hereby certify that we have prepared, checked and reviewed tis 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



PORO POINT MANAGEMENT CORPORATION

P P M C

A member of The ECDA Group

2016

Planner



LOGO Here

LOGO HERE



Poro Point Management Corporation

Notebook