



REQUEST FOR QUOTATION

Date: _____

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:

- The Total Approved Budget for the Contract (ABC) is **Two Hundred Thirty One Thousand Eighty Five and 00/100 Pesos Only (Php231,085.00)**
- Any quotation in excess of the ABC will be automatically rejected. Poro Point Management Corporation is VAT registered.
- Quotation must be submitted not later than **February 17, 2025 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 **February 17, 2025 at 5:00pm**
 Quotation submitted by email should be sent to the following email address: ppmcbacsecretariat@gmail.com
- Mode of Procurement: **NP 52.1(b) - Shopping**
- Send the said quotation/s together with the following documents in sealed envelope:

- Mayor's/Business Permit
- PhilGEPS Registration Number

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.

On Leave
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 Unit Price:

Quantity	Unit	Specifications	Approved Budget for the Contract	Unit Cost (VAT-Inclusive)	Total Amount (VAT-Inclusive)
72.00	PIECE	BALLPEN, black fine point	576.00		
12.00	PIECE	BALLPEN, red fine point	96.00		
25.00	PIECE	BATTERY, size AA - w/ SDS	750.00		
10.00	PIECE	BATTERY, size AAA - w/ SDS	400.00		
10.00	PACK	BOARD PAPER, long	450.00		
233.00	REAM	BOND PAPER, A4 PPC	54,755.00		
25.00	REAM	BOND PAPER, long S20	6,250.00		
4.00	BOX	CARBON PAPER, 216MM X 330MM (BLUE)	2,000.00		
20.00	PIECE	COMPACT DISK RECORDABLE-WRITABLE, with case	1,000.00		
40.00	PIECE	CORRECTION ROLLER	1,200.00		
100.00	PIECE	ENVELOPE, long brown, documentary	400.00		
200.00	PIECE	ENVELOPE, long expanding	3,000.00		
200.00	PIECE	ENVELOPE, mailing, white long	300.00		
20.00	PIECE	FILE BOX, single	3,000.00		
10.00	PIECE	FILE BOX, double	2,500.00		
5.00	ITEM	FLASH DRIVE, 32 GB	4,750.00		
300.00	PIECE	FOLDER, long expanding	5,100.00		
200.00	PIECE	FOLDER, long ordinary	1,600.00		
25.00	PIECE	HIGHLIGHTER, assorted colors	500.00		
15.00	CART	INK CARTRIDGE, CANON PIXMA black #810- w/SDS	19,500.00		



REQUEST FOR QUOTATION

10.00	CART	INK CARTRIDGE, CANON PIXMA color #811 - w/ SDS	17,000.00		
10.00	PIECE	MARKING PEN, permanent black	400.00		
60.00	PIECE	PAPER CLAMP, 1 1/4"	300.00		
192.00	PIECE	PAPER CLAMP, 2"	1,536.00		
120.00	PIECE	PAPER CLAMP, 3/4"	360.00		
30.00	BOX	PAPER CLIP, big	750.00		
30.00	BOX	PAPER CLIP, small	450.00		
20.00	BOX	PAPER FASTENER, plastic	800.00		
12.00	PIECE	PENCIL, #2	120.00		
10.00	PAD	POST IT, 2X3	200.00		
20.00	PAD	POST IT, 3X4	600.00		
15.00	PAD	POST IT (Sign Here)	750.00		
300.00	PIECE	PUNCH CARD FOR ELECTRONIC TIME	1,500.00		
20.00	PIECE	RECORD BOOK, 300 pages	1,500.00		
10.00	PIECE	RING BINDER, 1" plastic black	400.00		
10.00	PIECE	RING BINDER, 1/2" plastic black	150.00		
36.00	PIECE	SIGN PEN, black	972.00		
5.00	PIECE	STAPLER with remover	1,000.00		
45.00	PIECE	STORAGE BOX, with cover (red)	18,000.00		
5.00	PIECE	STORAGE BOX, with cover (green)	2,000.00		
12.00	PIECE	TAPE, masking 1"	360.00		
24.00	PIECE	TAPE, transparent 1"	480.00		
6.00	PIECE	TAPE, transparent 2"	330.00		
40.00	BOTTLE	Ink, Brother - BT D60 Black - w/ SDS	22,000.00		
30.00	BOTTLE	Ink, Brother - BT 5000 Magenta - w/ SDS	16,500.00		
30.00	BOTTLE	Ink, Brother - BT 5000 Cyan - w/ SDS	16,500.00		
30.00	BOTTLE	Ink, Brother - BT 5000 Yellow - w/ SDS	16,500.00		
3.00	REAM	BOND PAPER, A3 S20	1,500.00		

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:

DELIVERY TERM: 30 Days or COD

DELIVERY DATE: 15 Working Days from receipt of Purchase Order or if COD, upon receipt of payment

OFFER VALIDITY: 30 Days

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: _____