



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: ppmcbacsecretariat@gmail.com



REQUEST FOR QUOTATION

Date: **MAY 01 2025**

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 **One Hundred Five Thousand One Hundred Eighty-One and 00/100 Pesos Only (Php105,181.00)**

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 **May 5, 2025 at 3:00pm.**

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 **May 5, 2025 at 3:00pm.**

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

4. Mode of Procurement: **NP 52.1(b) - Shopping**

5. 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.

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)
3	BOX	ACETATE (A4 size)	1,350.00		
84	PIECE	BALLPEN, black fine point	672.00		
25	PIECE	BATTERY, size AA - w/ SDS	750.00		
10	PIECE	BATTERY, size AAA - w/ SDS	400.00		
10	PACK	BOARD PAPER, long	450.00		
3	BOX	CARBON PAPER, 216MM X 330MM (BLUE)	1,500.00		
10	PIECE	COMPACT DISK RECORDABLE-WRITABLE, with case	500.00		
40	PIECE	CORRECTION ROLLER	1,200.00		
150	PIECE	ENVELOPE, long brown, documentary	600.00		
200	PIECE	ENVELOPE, long expanding	3,000.00		
300	PIECE	ENVELOPE, mailing, white long	450.00		
200	PIECE	FOLDER, long expanding	3,400.00		
200	PIECE	FOLDER, long ordinary	1,600.00		
17	CART	INK CARTRIDGE, CANON PIXMA black #810 - w/ SDS	22,100.00		
15	CART	INK CARTRIDGE, CANON PIXMA black #811 - w/ SDS	25,500.00		
60	PIECE	PAPER CLAMP, 1 1/4"	300.00		
120	PIECE	PAPER CLAMP, 2"	960.00		
120	PIECE	PAPER CLAMP, 3/4"	360.00		
20	BOX	PAPER CLIP, big	500.00		
20	BOX	PAPER CLIP, small	300.00		
10	BOX	PAPER FASTENER, plastic	400.00		
15	PAD	POST IT, 2X3	300.00		
15	PAD	POST IT, 3X4	450.00		
10	PAD	POST IT (Sign Here)	500.00		
300	PIECE	PUNCH CARD FOR ELECTRONIC TIME RECORDER - FOR COMIX	1,500.00		
20	PIECE	RECORD BOOK, 300 pages	1,500.00		
10	PIECE	RING BINDER, 1" plastic black	400.00		



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: ppmcbacsecretariat@gmail.com



REQUEST FOR QUOTATION

5	PIECE	RULER, 12"	250.00		
72	PIECE	SIGN PEN, black	1,944.00		
2	BOTTLE	STAMP PAD INK, red	210.00		
10	PIECE	STAPLE WIRE, standard #35	480.00		
20	PIECE	STORAGE BOX, with cover	8,000.00		
12	PIECE	TAPE, masking 1"	360.00		
36	PIECE	TAPE, transparent 1"	720.00		
5	PIECE	TAPE, transparent 2"	275.00		
10	BOTTLE	Ink, Brother - BT D60 Black - w/ SDS	5,500.00		
10	BOTTLE	Ink, Brother - BT 5000 Magenta - w/ SDS	5,500.00		
10	BOTTLE	Ink, Brother - BT 5000 Cyan - w/ SDS	5,500.00		
10	BOTTLE	Ink, Brother - BT 5000 Yellow - w/ SDS	5,500.00		
		** SDS - Safety Data Sheet			

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

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:

