



June 25, 2021



REQUEST FOR QUOTATION

The Philippine Merchant Marine Academy through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the **“RISO INK, RISO MASTER AND TONER FOR THE PRODUCTION OF TRAINING HAND BOOKS”** in accordance with Section 53.9 of the Implementing Rules and Regulations of the Republic Act No. 9184 and DBM Circular Letter no. 2018-8.

Name of project	: RISO INK, RISO MASTER AND TONER FOR THE PRODUCTION OF TRAINING HAND BOOKS
Approved Budget for The Contract (ABC)	: One Hundred Two Thousand Seven Hundred Fifty Pesos (P102,750.00)
Specification	: See Attached Annex “A” for the specifications
Location	: PMMA Complex, San Narciso, Zambales
Delivery Term	: Within 30 calendar days upon receipt of Notice to Proceed

PMMA – Main Site
PMMA Complex,
Brgy. Natividad,
San Narciso, Zambales,
2205 Philippines
Tel: (047) 913-4396

PMMA – Training Center
2nd Floor, Knights of Rizal
Building, Port Area, Bonifacio
Drive, Anda Circle, Manila,
Philippines

Tel: (02) 523 0451
Training Center

PMMA-Graduate school
5544 Boyle Street, Brgy
Palanan, Makati City,
Philippines

Email Acct:
pmmagraduateschool@gmail.com
Graduate School

www.pmma.edu.ph

Interested suppliers are required to submit their valid and current Mayor’s Permit, PhilGEPS Registration Number or PhilGEPS Platinum Membership, Income/Business Tax Return, Omnibus Sworn Statement with Authority of Signatory, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated in Annex “A” and other terms and conditions stated in the price quotation form.

Subject for submission of warranty certificate once awarded.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 5:00 p. m. of June 28, 2021 at the PMMA BAC Office, PMMA Complex, San Narciso, Zambales thru LBC, Hand Carry or you can e-mail to pmmabac@gmail.com.
For Inquiries, you may contact us at tel. nos. 047-913-4396 loc.172

BIDS AND AWARDS
COMMITTEE

Request for Quotation

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Republic of the Philippines
Philippine Merchant Marine Academy
San Narciso, Zambales

"ANNEX A"

Price Quotation Form

Date: _____

The BAC Chairperson
PMMA Complex, San Narciso, Zambales

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items/s as follows:

Description	UNIT	Item/Specification	Quantity	Unit Price	Total Price
RISO INK, RISO MASTER AND TONER FOR THE PRODUCTION OF TRAINING HAND BOOKS	Pcs	Ink, Riso CZ	30		
	Pcs	Master, Riso CZ	20		
	Pcs	Toner, Minolta DiALTA Di1611	2		

(Amount) _____ (Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name and Address of Company

Contact No./E-mail Address

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