



June 26, 2021



## REQUEST FOR QUOTATION

The Philippine Merchant Marine Academy through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the **“BOND PAPERS AND FOLDERS 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.

<b>Name of project</b>	:	<b>BOND PAPERS AND FOLDERS FOR THE PRODUCTION OF TRAINING HAND BOOKS</b>
<b>Approved Budget for The Contract (ABC)</b>	:	Eighty-Six Thousand Nine Hundred Ninety-Five Pesos (P86,995.00)
<b>Specification</b>	:	See Attached Annex “A” for the specifications
<b>Location</b>	:	PMMA Complex, San Narciso, Zambales
<b>Delivery Term</b>	:	Within 30 calendar days upon receipt of Notice to Proceed

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 29, 2021** at the PMMA BAC Office, PMMA Complex, San Narciso, Zambales thru LBC, Hand Carry or you can e-mail to [pmmabac@gmail.com](mailto:pmmabac@gmail.com).

For Inquiries, you may contact us at tel. nos. 047-913-4396 loc.172

PMMA – Main Site  
PMMA Complex,  
Brgy. Natividad,  
San Narciso, Zambales,  
2205 Philippines

Tel: (047) 913-4396

PMMA – Training Center  
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Graduate School

[www.pmma.edu.ph](http://www.pmma.edu.ph)

BIDS AND AWARDS  
COMMITTEE

Request for Quotation

No.042 S.2021

Rev\_091615



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
BOND PAPER & FOLDER FOR THE PRODUCTION OF TRAINING HAND BOOKS	Ream	Paper, Multicopy A4 80 gsm	500		
	Pack	Folder, Tagboard A4	10		

(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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