



October 14, 2021

REQUEST FOR QUOTATION

The Philippine Merchant Marine Academy through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the **“OFFICE SUPPLIES FOR PMMA USE”** 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	: OFFICE SUPPLIES FOR PMMA USE
Approved Budget for The Contract (ABC)	: Two Hundred Ninety-One Thousand Six Hundred Pesos (P291,600.00)
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

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 October 18, 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

DNV

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

Tel: (047) 913-4396

PMMA – Training Center

PMMA Complex,
Brgy. Natividad,
San Narciso, Zambales,
2205 Philippines

Tel: (047) 913-3104

PMMA – Graduate School

4th Floor Palacio Grande
Bldg., Gen Luna cor
Anda Sts. Intramuros

www.pmma.edu.ph

BIDS AND AWARDS
COMMITTEE

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No.067 S.2021

Rev_081621



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
OFFICE SUPPLIES FOR PMMA USE	rls	Scotch Tape 1"	200		
	pcs	Folder A4	4000		
	pcs	Folder Long	4000		
	rls	Masking Tape 1"	200		
	pcs	Illustration Board	50		
	Bxs	Fastener	100		
	bxs	Pencil (12 pcs)	50		
	bxs	Ballpen (25 pcs)	10		
	pcs	Correction Tape	300		
	bxs	Index Tab	100		
	pcs	Record Book 300pgs	200		
	pcs	Stamp Pad	50		
	bxs	Permanent Marker (12 pcs)	50		
	pcs	Flash Drive 16GB	50		
	rls	Double Sided Tape	50		
	pcs	Sliding Folder A4	500		
	pcs	Sliding Folder Long	500		
	pcs	Straw/Twine	50		
	bxs	Push Pin	100		
	bxs	Staple Wire	200		
pcs	Cutter Knife	100			
pcs	Toner- Sharp MX-235FT	5			
pcs	Toner-Sharp MX-237FT	5			
pcs	Epson Ink T6641 Black	20			

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	pcs	Arch File Folder 3" Long w/ Hard Cover Side Mechanism 2 rings Blue	100		
	pcs	Arch File Folder 3" Long w/ Hard Cover Side Mechanism 2 rings Red	100		
	pcs	Epson Ink 003 Black	20		
	pcs	Arch File Folder A4 size	100		
	pcks	Transparency Film A4 size	50		

(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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