



**REQUEST FOR QUOTATION
(BAC-PGCS-121-2021)**

Name of Project : Supply and Delivery of Office Supplies
(Port Police Blotter Book)

Approved Budget for the Contract : Php 520,833.35

Deadline for Submission : March 22, 2021


Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid current Mayor's/Business Permit, Philgeps Registration Number, Income Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate.

All quotations shall be duly signed and submitted in person to Administrative Services Department, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or through email address will not be considered.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Building, Bonifacio Drive,
South Harbor, Port Area, Manila
Tel/Fax No. 5274735
5278356 to 83 loc 539
PPA website: www.ppa.com.ph

Very truly yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services



TECHNICAL SPECIFICATION

SIZE OF BLOTTER BOOK: 11 inches width and 17 inches of height.
with 162piece total no. of papers.

PERFECT BINDING

Front cover:

- 11x17 inches (folded size) cover -c2s 180 lb. 4/0 w/ lamination
- Colored printed PPD logo size 12.5cm x 15.00cm at the Center and PPA logo size 4.3cm X 2.9cm right side of the top.
- Glossy white color with blue lining at the edge.
- Printed Capitalize **PORT POLICE BLOTTER** at the center
PORT POLICE DIVISION: PMO: VOLUME SERIES OF: PERIOD COVERED

Please see attached sample format. (Annex "A")

Back cover:

- 11x17 inches (folded size) cover -c2s 180 lb. 4/0 w/ lamination
- Glossy plain white color

Inside-Book:

- Blank on the first page.
- Second page Header Capitalize **POLICE BLOTTER** and **INSTRUCTION** at the center.
- PPD Badge at the upper left side "size 1.3 x 1.75 inch. image".
- **PAGE NUMBER; DATE OF ISSUE; SIGNATORY OF PROPERTY OFFICER;** detailed at the upper right side.
- Headers Capitalize **ENTRY NO., DATE, TIME, INCIDENT/EVENT, DISPOSITION, ENTERED BY.** *(Every piece of paper).*
- Followed by 6 columns and thirty-seven (37) rows. *(Every piece of paper)*
- with watermark PPD logo size 12.5cm X 15.00cm at the center. *(Every piece of paper).*

Attached herewith sample format. (Annex "B")

Papers specification:

- Book 50 lb. size No. (270x427mm).
- Paper types plain finishing paper, air mail, craft paper.
- Thickness 0.16 to 0.52mm (0.006 to 0.02 inch)
- Weight 45 g/m2 (12lb) to 100 g/m2 (27lb)

Please see attached sample template. (Annex "B")

Deliver Period:

Sixteen (16) calendar days from receipt of Purchase Order



PORT POLICE BLOTTER

PORT POLICE DIVISION

PMO: _____

VOLUME: _____

SERIES OF: _____

PERIOD COVERED: _____

