



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Supply and Delivery of Office Supplies
(Customized Document Binders and
Folders)**

Approved Budget for the Contract : **P300,000.00**

Deadline for Submission : **March 26, 2019**


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

Quotations shall be submitted in person to the Property Management Division, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 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

Archfile Folder	
Qty	Specification
300 pcs.	<p>Legal size, using PVC linen for Cover, Book #80 for inside cover, with Clear plastic pocket for labels, with Full color print (new PPA Logo & OCBS), with Rado lock, slide rails and using 700mm x 3" lever arch mechanism.</p> <p>Color:</p> <ul style="list-style-type: none"> • 125 pcs – Mint Green • 125 pcs – Egg Yellow • 25 pcs – Royal Blue • 25 pcs - Black

Reference

Front



Back



Side



Inside



Board Agenda Folder	
Color:	White
Quantity:	1,000 pcs
Color:	Egg Yellow
Quantity:	1,000 pcs
Specification	
Stock: fc 18#	
Process: Offset Printing	
Print: Full Color (front)	
Material: Cardboard	
Others: with UV Lamination Glossy external folder coating, Die-cutting and scoring	
Design and Dimensions: As per picture below.	
SAMPLING	Interested bidders must submit one (1) piece sample and PVC Linen color swatches along with its quotation. The sample must be in accordance with the specifications. Failure to submit a compliant sample will result to disqualification.
DELIVERY	Shall be delivered within fifteen (15) working days from receipt of Purchase Order.