



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-133-2023

Name of Project : Supply and Delivery of Office Supplies
(First Quarter)

Approved Budget for the Contract : **P 999,799.23**

Deadline for Submission : **April 25, 2023**

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

Quotations shall be submitted in person to the Manager, 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

Supply and Delivery of Office Supplies (First Quarter)

QTY	UNIT	DESCRIPTION
3	pc	1 TB External hard drive
1	rl	Acetate
93	box	Ballpen Black
101	box	Ballpen Blue
12	box	Ballpen Red
244	box	Clip Backfold 25mm
149	box	Clip Backfold 32mm
180	box	Clip Backfold 50mm
165	box	Clip Backfold 19mm
13	unit	Calculator, compact
12	rm	Paper, A3 size
1,695	rm	Paper Multicopy, A4 size (70 gsm)
760	rm	Copy paper, Legal size (70 gsm)
180	pc	Correction tape
7	box	Envelope mailing , white,
54	pc	Marker, whiteboard, black
37	pc	Marker, whiteboard, blue
120	pc	Marker, whiteboard, Red
24	pad	Pad Paper ruled
739	pc	Marker Permanent, blue
268	pc	Marker Permanent, black
86	pad	Notepad Stick on 2"x3"
245	pad	Notepad Stick on 3"x3"
75	pad	Notepad Stick on 3"x4"
114	pad	Notepad Stick on 3"x5"
161	pc	Record Book, 500 pages
36	pc	Record Book, 300 pages
72	pair	Scissors, Symmetrical/Assymetrical
576	pc	Sign Pen Black
156	pc	Sign Pen, Blue
228	pc	Sign Pen, Red
281	set	Flourescent Marker
220	box	Staple wire, Standard
164	pc	Stapler, Standard Type
205	pc	Stenographer Notebook
225	RL	Tape masking 24mm
115	pc	Tape Masking 48mm
333	rl	Tape transparent 24mm
40	rl	Tape transparent 48mm
Delivery: Shall be completed within seven (7) working days from receipt of Purchase Order.		