



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
BAC-PGCS-008-2022

Name of Project : **Supply and Delivery of Various Office Equipment**

Approved Budget for the Contract : **P231,333.45**

Deadline for Submission : **May 20, 2022**

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 with attached Secretary's Certificate or Special Power of Attorney.

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  
5<sup>th</sup> 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](http://www.ppa.com.ph)

Very Truly Yours,

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

**Supply and Delivery of Various Office Equipment.**

<b>Qty</b>	<b>Unit</b>	<b>Description</b>
15	pc	<b>Microwave</b> Capacity: 30L, Auto cook function, Defrost Function, Color: black, Input power: 1400W
10	pc	<b>Air pot</b> Capacity: 5L, Dry boil protection system, Auto and manual dispense, auto re-boil function, Input power:800W
10	pc	<b>Oven Toaster</b> Capacity: 16L, 1HR Timer with thermostat, function, and timer switch, Functions: Convection, bake, roast, broil, and defrost, Power light indicator, Over heat protection w/thermal fuse, Input power; 1250W
<b>Delivery:</b>		Shall be completed within seven (7) working days from receipt of Purchase Order.