



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

Name of Project : Supply and Delivery of Office Supplies
Approved Budget for the Contract : Php 1,000,000.00
Deadline for Submission : June 4, 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

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

TECHNICAL SPECIFICATIONS

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>
1	TAPE Packaging 48mm,2"	145	Pcs
2	Stapler, Standard, #35	15	Pcs
3	Flash Drive, 16GB	2	Pcs
4	Flash Drive, 64GB	39	Pcs
5	Flash Drive, 256GB	6	Pcs
6	Ballpen, Red, Panda	6	Box
7	Ballpen, Blue, Panda	22	Box
8	Ballpen, Black, Panda	22	Box
9	Correction Fluid	23	Bottle
10	Sign Pen, Blue	59	Box
11	Sign Pen, Red	29	Box
12	Sign Pen, Black	59	Box
13	Sign Pen, Black, Hitech Point V7 RT	8	Box
14	Sign Pen, High Tech, Black	72	Pcs
15	Sign Pen, High Tech, Blue	53	Pcs
16✓	Staple Wire, Standard 23/6	1	Box
17	Staple Wire, Standard 23/8	1	Box
18	Staple Wire, Standard 23/10	12	Box
19	Staple Wire, Standard #35	34	Box
20	Tape Transparent 1"	131	Roll
21	Record Book 300 pages	50	Pcs
22	Record Book 500 pages	50	Pcs
23	Paper, Multicopy, 80gsm, size: 210mm x 297mm	2000	Reams
24	Paper, Multicopy, 80gsm, size: 216mm x 297mm	100	Reams
25	ID Maker Printer Ribbon (YMCKO 400 Prints CS-2 Series)	2	Pcs
26	Retransfer Film (YMCKO 400 Prints CS-2 Series)	4	Pcs

Delivery Period: Winning bidder shall supply and deliver the above items within three (3) calendar days from receipt of Purchase Order.