



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Supply and Delivery of Office Supplies  
(400 pcs. Customized Document Binders)**

Approved Budget for the Contract : **P 120,000.00**

Deadline for Submission : **July 8, 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:

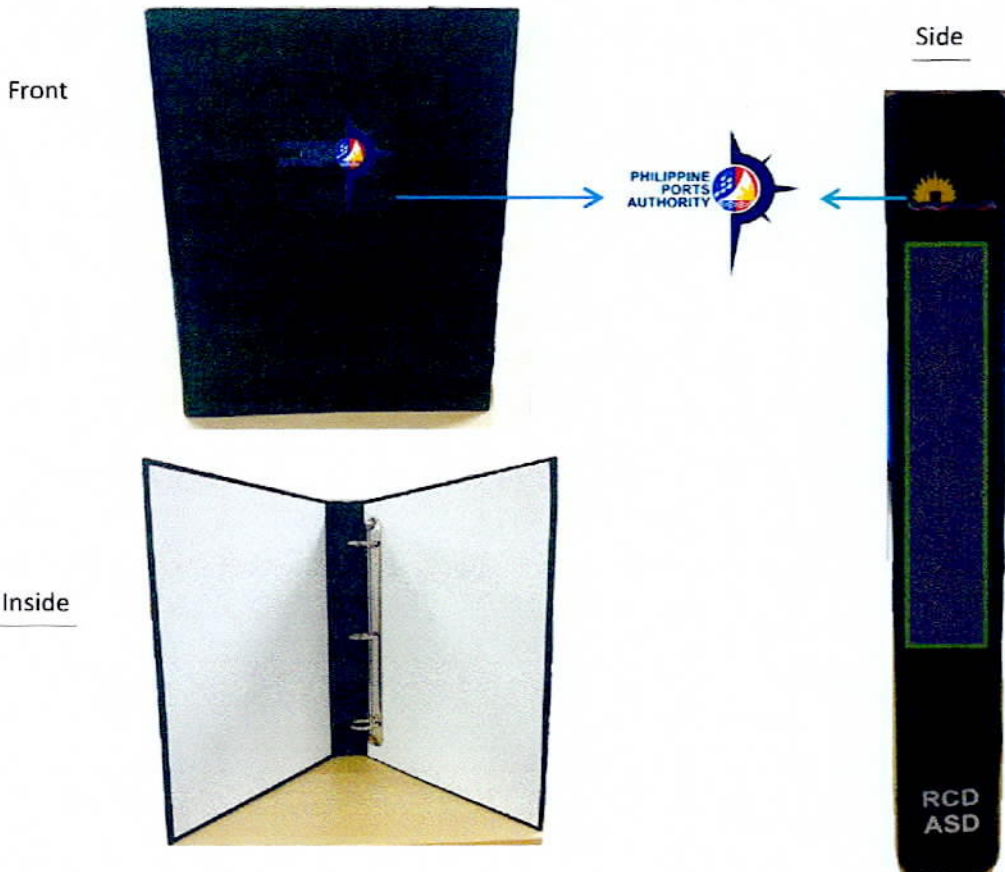
The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

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

Qty	Specification
200 pcs.	Data Folder, using Ram paper for Cover, Book #80 for inside cover, with Clear plastic pocket for labels, with Full color print (new PPA Logo & RCD ASD), with 3 ring binder 12 1/2" x 10" x 1", D type without booster. <b>Color:</b> Green <b>Size:</b> 12.5" H x 10" L x 1.5" W
200 pcs.	Data Folder, using Ram paper for Cover, Book #80 for inside cover, with Clear plastic pocket for labels, with Full color print (new PPA Logo & RCD ASD), with 3 ring binder 12 1/2" x 10" x 1", D type without booster. <b>Color:</b> Blue <b>Size:</b> 12.5" H x 10" L x 1.5" W

**Reference**



<b>Sampling</b>	Interested bidders must submit one (1) piece sample and Ram paper 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.
<b>Delivery</b>	Shall be delivered within fifteen (15) working days from receipt of Purchase Order.