



**REQUEST FOR QUOTATION**

The Philippine Ports Authority requires the supply and delivery of office supplies and consumables.

Name of Project : **Supply and Delivery of Office Supplies and Consumables**

Approved Budget for the Contract : **P972,150,000.00**

Deadline for Submission : **07 August 2018**


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

Quotations may be submitted to the BAC Secretariat, 5<sup>th</sup> floor, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or emailed at [mlpperez@ppa.com.ph](mailto:mlpperez@ppa.com.ph).

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  
527-8356 to 83 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 OFFICE SUPPLIES AND CONSUMABLES**

**SPECIFICATIONS**

NO.	ITEMS	QTY.	UNIT
1	Battery; AA; 4pcs per pack	10	packs
2	Battery, AAA; 4 pcs per pack	10	packs
3	Battery; RECHARGEABLE; AA; Set of 4s	10	sets
4	Battery, REACHARGEABLE; AAA; Set of 4s	10	sets
5	Bondpaper, A4	1000	reams
6	Battery Charger (Can charge AA and AAA in less than 1 hr); 4 slots	10	units
7	Ballpens (Regular, Blue)	200	pcs
8	Ballpens (Regular, Balck)	200	pcs
9	Correction Pen	100	pcs
10	DVD Rewritable	100	pcs
11	Expanding Envelope, Long; glossy	300	pcs
12	Fastener, metal; plastic coated	150	boxes
13	Folder; Long; White; Semi-glossy	1000	pcs
14	Glue; 130 grams	150	bottles
15	Highlighters - yellow, orang, pink, green (any mixed)	400	pcs
16	ID Jackets	500	pcs
17	Sign Pen, .7; Black	500	pcs
18	SignPen, .7; Blue	500	pcs
19	Mouse (for laptop)	17	pcs
20	Numeric keyboard	17	pcs
21	Permanent marker - black, fine point	100	pcs
22	Permanent marker - blue, fine point	100	pcs
23	Permanent marker - red fine point	100	pcs
24	Puncher; Heavy-duty; good for 30 sheets; 2-hole	20	pcs
26	Ring binder, 1 inch	50	pcs
27	Ring binder, 2 inches	50	pcs
25	Scissors, heavy duty	30	pcs
28	Stapler ( for 10-20 pages) 24/6; 26/6	25	pcs
29	Staple wire; Standard; Compatible with stapler	200	boxes
30	Sticky notes,76mm x 76 mm (square); pastel colors	250	pads
31	Sticky notes,76mm x 127mm rectangle); pastel colors	250	pads
31	Tape dispenser (for 1 inch wide tape)	25	pcs
33	Transparent tape - 1 inch width	100	rolls
34	Whiteboard marker, blue, fine point	150	pcs
35	Whiteboard marker, black, fine point	150	pcs
36	Whiteboard marker, red, fine point	150	pcs
37	Automatic Air Freshener	15	units

38	Air freshener refill	30	bottles
39	Cleaning rags	50	pcs
40	Hand Soap; Gel; 500ml per bottle	60	bottles
41	Hand sanitizer; 500 ml per bottle	60	bottles
42	Mops (head & handle)	10	units
43	Toilet Bowl Cleaner; 900 ml per bottle	30	bottles
44	Toilet Tissue Paper; Jumbo; 2-ply; At least 200 meters per roll	400	rolls

**Delivery:** Within 7 calendar days from receipt of Purchase Order.