



REQUEST FOR QUOTATION

(Shopping)
ASD-122-2025

Name of Project : **Supply and Delivery of Office Supplies
(Inks and Cartridges)**

Approved Budget for the Contract : **₱883,956.33**

Deadline for Submission : **September 19, 2025**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit and PhilGeps Registration Number.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor 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
Procurement of Goods and Consultancy Services

Supply and Delivery of Office Supplies (Inks and Cartridges)

TECHNICAL SPECIFICATIONS				
Unit	Quantity	SPECIFICATIONS	Delivery Period*	
pc	340	Ink EPSON Bottle 664 BLACK	Shall be completed within seven (7) working days from receipt of Purchase Order.	
pc	234	Ink Epson 003 BLACK		
SET	15	Ink Epson 008 Set		
cart	10	Ink Cartridge (HP Neverstop Laser 1000W) W1103AD (103a)		
SET	5	Ink, HP, Office Jet, 933XL, SET		
pc	30	HP Laserjet 83A Black		
SET	10	Ink Brother LC 3617 Set		
pc	25	Ink Toner Brother BT5000 MAGENTA		
pc	25	Ink Toner Brother BT5000 YELLOW		
pc	25	Ink Toner Brother BT5000 CYAN		
pc	25	Ink Toner Brother BT D60, BLACK		
cart	4	Ink Toner 001 Magenta		
cart	4	Ink Toner 001 Cyan		
cart	4	Ink Toner 001 Yellow		
cart	4	Ink Toner 001 Black		
pc	20	HP Ink Tank, GT52 YELLOW		
pc	20	HP Ink Tank, GT52 CYAN		
pc	20	HP Ink Tank, GT52 MAGENTA		
pc	20	Ink, HP Smart Tank, G53XL, Black		
cart	2	HP 201A Laserjet Toner Cartridge Black		
cart	2	HP 201A Laserjet Toner Cartridge Cyan		
cart	2	HP 201A Laserjet Toner Cartridge Magenta		
cart	2	HP 201A Laserjet Toner Cartridge Yellow		
pc	5	Samsung Xpress C430W (CLTC404S Cyan)		
pc	5	Samsung Xpress C430W (CLTK404S Black)		
pc	5	Samsung Xpress C430W (CLTM404S Magenta)		
pc	5	Samsung Xpress C430W (CLTY404S Yellow)		
cart	15	Toner Cartridge HP 83X (Black)		
* For this project, the required number of days delivery is Seven (7) working days from receipt of Purchase Order to be indicated in the proposal/quotation				