



REQUEST FOR QUOTATION

(Shopping)
ASD-122-2025

Name of Project : **Supply and Delivery of Office Supplies
(ECO Paper and Plotter Ink)**

Approved Budget for the Contract : **₱998,443.33**

Deadline for Submission : **October 2, 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 (ECO Paper and Plotter Ink)

TECHNICAL SPECIFICATIONS			
Unit	Quantity	SPECIFICATIONS	Delivery Period*
PC	7	Ink, T1600, T1700, T2600 Series (Matte Black)	Shall be completed within seven (7) working days from receipt of Purchase Order.
PC	7	Ink, T1600, T1700, T2600 Series (Black)	
PC	7	Ink, T1600, T1700, T2600 Series (Yellow)	
PC	7	Ink, T1600, T1700, T2600 Series (Cyan)	
PC	7	Ink, T1600, T1700, T2600 Series (Magenta)	
RL	250	Eco Paper, 24x150m Core 3"	
RL	15	Eco Paper, 36x50 Core	
PC	10	Ecoprint i4, Black Toner	
* 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			