



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
**ASD-133-2023**

Name of Project : Supply and Delivery of Office Supplies

Approved Budget for the Contract : **P 979,758.76**

Deadline for Submission : **October 10, 2023**

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

Quotations shall be submitted in person to the Manager, 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,

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

## Supply and Delivery of Office Supplies

QTY	UNIT	DESCRIPTION
5	pc	1 TB External hard drive
5	pc	Digital Voice Recorder
50	pack	Battery, dry cell, AAA
50	pack	Battery, dry cell, AA
93	box	Ballpen Black
101	box	Ballpen Blue
12	box	Ballpen Red
180	box	Clip Backfold 32mm
15	unit	Calculator, compact
110	rm	Paper, A3 size
2500	rm	Paper Multicopy, A4 size ( 80 gsm)
250	pc	Correction tape
100	pc	Data File Box
10	box	Envelope expanding, kraft
10	box	Envelope Documentary, A4
10	box	Envelope Documentary, legal
54	pc	Marker, whiteboard, black
50	box	Pencil, lead, with eraser
30	pc	Glue, All purpose
50	box	Fastener
37	pc	Marker, whiteboard, blue
120	pc	Marker, whiteboard, Red
24	pad	Pad Paper ruled
200	pc	Marker Permanent, blue
268	pc	Marker Permanent, black
86	pad	Notepad Stick on 2"x3"
245	pad	Notepad Stick on 3"x3"
75	pad	Notepad Stick on 3"x4"



114	pad	Notepad Stick on 3"x5"
10	pc	Record Book, 500 pages
10	pc	Record Book, 300 pages
30	pair	Scissors, Symmetrical/Assymetrical
250	pc	Sign Pen Black
156	pc	Sign Pen, Blue
228	pc	Sign Pen, Red
150	set	Fluorescent Marker
220	box	Staple wire, Standard
100	pc	Stapler, Standard Type
205	pc	Stenographer Notebook
225	RL	Tape masking 24mm
115	pc	Tape Masking 48mm
200	rl	Tape transparent 24mm
40	rl	Tape transparent 48mm
10	pc	Pencil sharpener
10	pc	Puncher, paper, heavy duty
Delivery: Shall be completed within seven (7) working days from receipt of Purchase Order.		