



REQUEST FOR QUOTATION

Name of Project : **Supply and Delivery of PPA Letterhead**
Approved Budget for the Contract : **P1,000,000.00**
Deadline for Submission : **October 16, 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 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
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

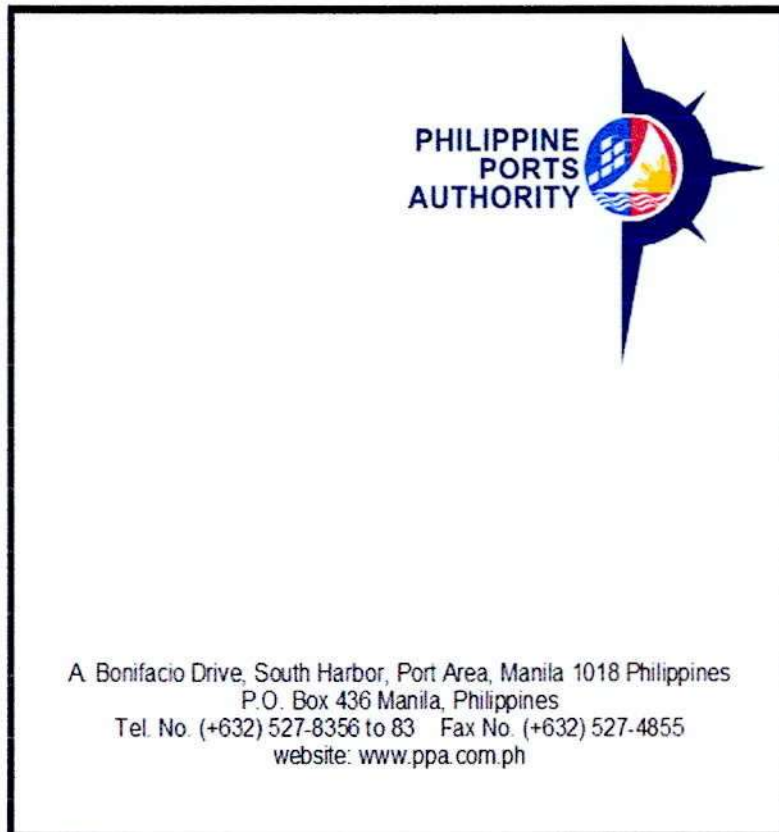
Very Truly Yours,

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

ITEM	SPECIFICATIONS	QUANTITY
PPA Letterhead	Concorde specialty paper A4 size Full color printing 500 sheets per ream	650 reams

Specifications

Design: Design below shall be adjusted in A4 size accordingly.



Sampling: A sample of 1 ream PPA letterheads shall be submitted along with the quotation.

Delivery: Complete delivery shall be done within seven (7) days from receipt of Purchase Order.