



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
**ASD-010-2023**

Name of Project : **PROCUREMENT FOR PRINTING OF PPA PORT RULES AND REGULATIONS FOR CY 2022 AND CONVERSION TO CD IN PDF FORMAT.**

Approved Budget for the Contract : **P236,000.00**

Deadline for Submission : **December 22, 2023**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their and current Mayor's/Business Permit, PhilGeps Registration Number and Omnibus Sworn Statement with attached Secretary's Certificate or Special Power of Attorney.

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

November 30, 2023

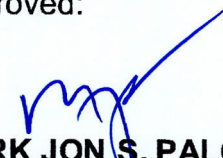
**JOB TITLE : PRINTING OF PORT RULES AND REGULATIONS  
2022 AND CONVERSION TO CD IN PDF FORMAT**

No. of Copies: **PRINTED** - **400**  
**CD (including cover)** - **50**  
No. of Pages: **225 including Cover**  
Size : **8½" x 11" Folded**  
Stock : **COVER** - **Foldcote # 12, Laminated**  
**INSIDE** - **Book # 60**  
Color : **COVER** - **2 colors + 3 spot colors**  
**INSIDE** - **Black and White**  
Process : **Offset**  
Binding : **Perfect Binding**  
Others : **1) Camera ready material in PDF with corrections**  
**2) Includes cost of CD copies in PDF with case**  
**3) Final layout and proof of cover by printer**  
Duration : **60 Working days from receipt of Job Order**

Submitted by:

  
**Josephine M. Napiere**  
Manager  
Business Development Division

Approved:

  
**MARK JON S. PALOMAR**  
Manager  
Commercial Services Department