



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Procurement of 2<sup>nd</sup> Quarter CY 2020 Office Supply Requirements for PPA PMO NCR North**

Approved Budget for : **P 350,000.00**  
the Contract

Deadline for Submission : **October 06, 2020**

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

Sealed quotation shall be submitted either by mail or hand carried to the Chairperson, PMO-NCR North Bids and Awards Committee, PMO-NCR North Admin. Building, Radial Road 10, North Harbor, Tondo, Manila.

For further information, please refer to:

The BAC Secretariat, PMO-NCR North  
G/F, PMO-NCR North Administration Bldg.,  
Radial Road 10, North Harbor, Tondo, Manila

Telephone/Fax No. 245-2929

PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very truly yours,

**SGD. FRANCIS ALDRICH A. RUBIO**  
BAC Chairperson

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

MR. FRANCIS ALDRICH A. RUBIO  
 Chairperson, Bids and Awards Committee  
 Port Management Office-NCR North  
 Administration Bldg., Radial Road 10  
 North Harbor, Tondo, Manila

Dear Mr. Rubio

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the "Procurement of

ITEM	QTY.	UNIT	ARTICLE(S) AND DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	20	PC	Paper Puncher 2 hole 70mm		
2	150	BOT.	ALCOHOL, Ethyl 600ml/btl		
3	75	PC	Flash Drive USB 16GB		
4	75	BOX	Toner/Ink Cartridge HP 285A		
5	15	RL	TAPE Transparent #2" 50 mtrs/roll		
6	100	RL	TAPE Transparent #1" 50 mtrs/roll		
7	75	RL	Tape Masking #1" 50 mtrs/roll		
8	200	PC	Tape Correction w/ Dispenser 5mm x 10mm		
9	25	PCS.	Scissors #8		
10	74	BOX	Rubber Band #16		
11	12	BOX	Push Pin (100pcs/bx)		
12	72	PC	Pen Marker Permanent (60-black/12-blue)		
13	100	RM	Paper Copy A4 size 80gsm/524		
14	12	BOT.	Ink Epson 003 -black		
15	5	BOT.	Ink Epson T664 4 Magenta		
16	5	BOT.	Ink Epson T664 3 Yellow		
17	10	BOT.	Ink Epson T664 1 Black		
18	3	PC	Ink Cartridge HP 920 Black		
19	2	SET	Ink Cartridge HP 920 BCYM		
20	6	PC	Ink Cartridge HP 678 Tri-colour		
21	20	PC	Ink Cartridge HP 678 Black		
22	24	BOT.	Glue All Purpose 65gsm/btl		
23	1,500	PC	Folder Tagboard Legal Size		
24	500	PC	Envelope Documentary Brown Legal Size (10x15)		
25	25	PC	Cutter Retractable w/ Blade		
26	72	PC	Clip Spring #3"		
27	20	BOX	Clip Binder #2" 12 pcs/bx		
28	50	PC	Battery AAA		
29	20	BOX	Clip Binder #1 1/4" 12 pcs/bx		
30	50	BOX	Clip Paper Vinyl Coated 33mm		

The above quoted prices are inclusive of all costs and applicable taxes. The aforementioned requirements, shall be supplied and delivered to Philippine Ports Authority, PMO-NCR North Administration Bldg., Radial Road 10, North Harbor, Tondo, Manila within seven (7) working days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable.

Very truly yours,

Signature Over Printed Name

Position/Designation

Name of Company

Contact Numbers

Company Address

Email Address