



PHILIPPINE
PORTS
AUTHORITY



MAR 6 '26 9:22

REQUEST FOR QUOTATION

The Philippine Ports Authority (PPA), through the office of the BAC Secretariat will undertake Small Value Procurement for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND JANITORIAL SUPPLIES** in accordance with the Implementing Rules and Regulations of Republic Act No. 12009

Name of Project : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND JANITORIAL SUPPLIES**

Area of Delivery : Maglaoi Norte, Currimao, Ilocos Norte

Approved Budget for The Budget : Php 225,285.00 (Two Hundred Twenty Five Thousand Two Hundred Eighty Five Pesos)

Delivery Date : Fifteen (15) working days upon receipt of Purchase Order

The duly accomplished Price Quotation Form (Annex "A") together with the following documents must be placed in a sealed envelope and to be submitted at the Office of the BAC Secretariat or thru email bac.ppanlz@gmail.com on or before **March 12, 2026**.

❖ **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the form ("Annex A") as provided.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Award shall be made by **per line-item basis** with the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
5. All quotations exceeding the Approved Budget for the Contract (**Per line item**) shall be automatically rejected.
6. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.

In addition to the quotation/proposal, copies of the following eligibility requirements are required to be submitted:

1. **Valid Mayor's / Business Permit** (In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)
2. **Valid PhilGEPS Registration Number**
3. **Omnibus Sworn Statement (Notarized)**

For inquiry, you may contact us at tel. no. (077) 774 – 3658 or email address at bac.ppanlz@gmail.com.

Very truly yours,


JAYSON A. LABSILICA
BAC Vice Chairperson
Control No.: 26-03-012



N
C.Y.S.V
Z
SES
a
y

PRICE QUOTATION FORM

Date

Office of the BAC Secretariat

Philippine Ports Authority
Maglaoi Norte, Currimao,
Ilocos Norte

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item & Description	Approved Budget for the Contract	QTY.	UNIT	U-PRICE	TOTAL
Alcohol - 70% isoprophyl with moisturizer	2,120.00	4	gal.		
Alcohol pump refill- 70% isoprophyl, 1 liter with moisturizer	1,665.00	9	bot		
Archfile - long, horizontal, blue	6,500.00	50	pcs.		
Archfile - 3 ring/ hole, blue	1,600.00	10	pcs		
Ballpen, black, 0.5mm, ballpoint, super fine retractable point	2,250.00	150	pcs.		
Battery size AA	1,560.00	60	pcs.		
Battery size AAA	1,200.00	48	pcs.		
Battery, 23A (A23, V23GA, MN21, 12 volts)	1,400.00	20	pcs.		
Book paper/Bond paper - A4, 180 gsm	44,000.00	200	ream		
Book paper/Bond paper - A3	1,100.00	2	ream		
Calculator,dual power, 12digits	900.00	2	pcs		
Computer Ink Cartridge, Epson 003, Black,65ml	5,200.00	20	bottle		
Computer Ink Cartridge, Epson 003, Cyan, 65ml	2,600.00	10	bottle		
Computer Ink Cartridge, Epson 003, Magenta, 65ml	2,600.00	10	bottle		
Computer Ink Cartridge, Epson 003, Yellow, 65ml	2,600.00	10	bottle		
Computer Ink Cartridge, Epson T664, Black, 70ml	6,600.00	20	bottle		
Computer Ink Cartridge, Epson T664, Cyan, 70ml	1,650.00	5	bottle		
Computer Ink Cartridge, Epson T664, Magenta, 70ml	1,650.00	5	bottle		
Computer Ink Cartridge, Epson T664, Yellow, 70ml	1,650.00	5	bottle		
Computer Printer Ink, Brother,BT5000 Cyan, 48.8ml	2,150.00	5	bottle		
Computer Printer Ink, Brother,BT5000 Yellow, 48.8ml	1,720.00	4	bottle		
Computer Printer Ink, Brother,BT5000 Magenta, 48.5ml	1,720.00	4	bottle		
Computer Printer Ink, Brother,BTD60 Black, 97.2ml	1,720.00	4	bottle		
Computer Printer Toner, HP Laserjet 83A	32,800.00	8	pcs.		
Correction Tape, 15 meters x 5mm	1,000.00	25	pcs.		
Cutter, heavy duty	1,250.00	5	pcs		
Expanding envelope with tie	700.00	20	pcs		
Document tray, 3layers	860.00	2	pcs		

Flash Drive, 64GB, USB 3.0, preferably metal	5,750.00	10	pcs.		
Fluorecsent marker/stabilo	180.00	30	pcs		
Folder Tagboard - Long,white	1,200.00	200	pc.		
Folder Tagboard - A4, white	1,100.00	200	pc.		
Glue gun	240.00	2	pc.		
Glue gun stick	180.00	20	pc.		
Gun Tacker	585.00	1	pc.		
Gun Tacker staple wire, takes 1/4"	130.00	2	boxes		
Index Card, 5"x 8"	170.00	2	packs		
Index Tab, PVC Self Adhesive, Plastic	280.00	4	box/packs		
Magazine clip, 2 Folds, 3/4"	125.00	5	box		
Magazine clip, 2 Folds, 1"	150.00	5	box		
Magazine clip, 2 Folds, 2"	180.00	4	box		
Magazine file with two compartments/filing box organizer	2,280.00	6	box		
Mailing envelope,super/clean white, long	800.00	2	boxes		
Notebook , stenographer	500.00	20	pcs.		
Paper Clip, 33mm, small	525.00	15	box		
Pencil, No. 2, size: 2.5in x 2in x 8in, yellow, wood, with soft non-smudge eraser	432.00	36	pcs.		
Plastic bag , Small	220.00	4	packs		
Plastic bag , medium	260.00	4	packs		
Plastic bag, large	320.00	4	packs		
Plastic bag, X-large	380.00	4	packs		
Post It 3x3"	960.00	24	pcs.		
Pressboard folder, long, green	3,900.00	150	pcs.		
Rubber band, big	370.00	2	boxes		
Ruler, 12inches	100.00	5	pcs.		
Sign pen , black, .5	960.00	24	pcs.		
Sign pen , blue, .5	960.00	24	pcs.		
Scissor, 8", heavy duty	325.00	5	pcs.		
Scotch tape, 1"	500.00	20	roll		
Scotch tape dispenser	600.00	2	pcs		
Stamp pad, 3"x4"	200.00	2	pcs		
Stamp pad ink, violet	300.00	4	bottle		
Tape, Double Adhesive, 1",with foam	950.00	10	pcs.		
Thumb tacks	100.00	5	box		
Typewriter ribbon	200.00	2	pcs		
Air freshener, 320ml (275g) grams, peony and berry bliss/lavender scent/vanilla scents	8,200.00	20	cans		
Bleaching Liquid, 6-in-1 Total Clean for 99.9% antibacterial protection, whitening, deodorizing, elimination of disease-causing germs, removal of tough stains and dirt, and shortening of cleaning time	3,000.00	15	gal		
Caution Tape,3"	2,080.00	4	rolls		
Car freshener, scented gel can , 70grams (lemon/orange/apple)	2,000.00	10	pcs		
Cleaning towel, micro fiber	500.00	20	pcs		
Deodorant Cake, 50 grams	5,760.00	72	pcs.		

Dishwashing Liquid, gallon, calamansi/lemon, formulated to deep clean, cutting through grease, oil and stubborn, stuck-on food stains.	1,240.00	4	Gallon		
Dishwashing Sponge (Scouring Pad with Foam)	700.00	20	pcs.		
Disinfectant Spray, 340 grams, fresh blossom or crisp berry scent	11,000.00	20	cans		
Door mat, cloth, rectangle	700.00	20	pcs.		
Fabric Softener/Conditioner, passion, 750ml	4,400.00	20	packs		
Garbage bag, XL	1,320.00	15	packs		
Garbage bag, Large	780.00	10	packs		
Glass cleaner, 500ml	1,728.00	6	bottle		
Liquid Hand Soap, min. 225ml, antibacterial, pure white/lemon	4,400.00	40	bot		
Muriatic Acid Cleaner with power clean solution	1,400.00	4	gal		
Sacks,big	3,000.00	150	pcs.		
Soft broom	1,500.00	10	pcs		
Tissue Paper, 3ply	9,000.00	360	roll		
Toilet bowl cleaner, strong and fast cleaning formula	3,400.00	8	gallon		
GRAND TOTAL			Php		

(Amount in words) _____

The above-quoted prices are inclusive of all costs and applicable taxes

Very truly yours,

Printed Name / Signature

Name of Company

Contact Number