



REQUEST FOR QUOTATION

OCT 15 '25 9:34
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The Philippine Ports Authority (PPA), through the office of the BAC Secretariat will undertake Small Value Procurement for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES** in accordance with the Implementing Rules and Regulations of Republic Act No. 12009

Name of Project : **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR 4TH QUARTER CY 2025**

Area of Delivery : Maglaoi Norte, Currimao, Ilocos Norte

Approved Budget for The Budget : Php 210,772.00 (Two Hundred Ten Thousand Seven Hundred Seventy Two 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 **October 21, 2025**.

❖ **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,


RHODERICK U. RONDUEN
BAC Chairperson
Control No.: 25-10-097

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	6,500.00	10	gal.		
Archfile - long, horizontal, blue	24,000.00	200	pcs.		
Ballpen, black, 0.5mm, ballpoint, super fine retractable point	1,500.00	100	pcs.		
Battery size AA	2,160.00	72	pcs.		
Book paper/Bond paper - A3	1,200.00	2	ream		
Certificate Holder, A4	1,300.00	20	piece		
Computer Ink Cartridge, Epson 003, Black	8,250.00	25	bottle		
Computer Ink Cartridge, Epson 003, Cyan	3,300.00	10	bottle		
Computer Ink Cartridge, Epson 003, Magenta	3,300.00	10	bottle		
Computer Ink Cartridge, Epson 003, Yellow	3,300.00	10	bottle		
Computer Ink Cartridge, Epson T664, Black	3,960.00	12	bottle		
Computer Ink Cartridge, Epson T664, Cyan	3,300.00	10	bottle		
Computer Ink Cartridge, Epson T664, Magenta	3,300.00	10	bottle		
Computer Ink Cartridge, Epson T664, Yellow	3,300.00	10	bottle		
Computer Printer Ink, Brother,BT5000 Cyan, 48.8ml	2,580.00	6	bottle		
Computer Printer Ink, Brother,BT5000 Yellow, 48.8ml	860.00	2	bottle		
Computer Printer Ink, Brother,BT5000 Magenta, 48.5ml	860.00	2	bottle		
Computer Printer Ink, Brother,BTD60 Black, 97.2ml	860.00	2	bottle		
Computer Printer Toner, HP Laserjet 83A	41,000.00	10	pcs.		
Correction Tape, 15 meters x 5mm	2,000.00	50	pcs.		
Craft Envelope, A4	250.00	100	pcs.		
Craft Envelope, Long	350.00	100	pcs.		
Craft Envelope,expanding,long, with tie	2,750.00	50	pcs.		
Cutter, heavy duty	1,250.00	5	pcs		
Duct Tape, 2"	630.00	6	pcs.		
Document file tray, 3 layers, metal	2,750.00	5	pcs		
Flash Drive, 64GB, USB 3.0, preferably metal	6,000.00	10	pcs.		
Folder Tagboard - Long,white	600.00	100	pc.		
Folder Tagboard - A4, white	550.00	100	pc.		
Laminating film, 125 microns, long/legal size	1,000.00	50	pcs		
Magazine Storage Box, blue, with cover	5,000.00	10	pcs.		
Magazine clip, 2 Folds, 3/4"	375.00	15	box		
Magazine clip, 2 Folds, 1"	450.00	15	box		
Magazine clip, 2 Folds, 1 5/8"	675.00	15	box		
Magazine clip, 3"	650.00	10	box/packs		
Masking Tape, 1 inch	900.00	20	pcs.		
Optical Mouse 2x click Usb wired mouse	1,900.00	5	pcs.		

Oslo paper, A4	500.00	2	reams		
Packaging Tape, 2"/48mm x 200 meters, 3" diameter	500.00	10	roll		
Paper Clip, 33mm, small	700.00	20	box		
Paper clip, 500mm, big	450.00	10	box		
Paper Fastener, plastic	1,060.00	20	box		
Pencil, No. 2, size: 2.5in x 2in x 8in, yellow, wood, with soft non-smudge eraser	432.00	36	pcs.		
Pencil sharpener	720.00	2	pcs.		
Permanent Marker, super color marker, refillable, waterproof, dries instantly, fine, black	480.00	12	pcs.		
Permanent Marker, super color marker, refillable, waterproof, dries instantly, broad, black	480.00	12	pcs.		
Photo paper, A4, gloss	960.00	10	packs		
Post It 3x3"	1,000.00	25	pcs.		
Post it Notes/sticky notes 1/2 x 1 3/4 inch (paper)	1,375.00	25	packs		
Puncher 2 holes heavy duty punch 100sheet	1,080.00	2	pcs		
Pressboard folder, long, green	7,500.00	300	pcs.		
Puncher heavy duty, 2holes	2,750.00	5	pcs		
Record Book, 200 pages, 218mm x 280mm	375.00	5	pcs.		
Record Book, 300 pages, 218mm x 280mm	475.00	5	pcs.		
Record Book, 500 pages, 218mm x 280mm	525.00	5	pcs.		
Ruler, 12inches	200.00	10	pcs.		
Sign pen , blue, .5	960.00	24	pcs.		
Scotch tape, 1"	1,500.00	60	roll		
Staple wire, #35	1,000.00	20	box		
Stapler, big #35, with staple remover	2,200.00	10	pcs.		
Sticker paper, A4, glossy, waterproof	1,200.00	20	packs		
Tape, Double Adhesive, 1",with foam	2,100.00	20	pcs.		
Vellum paper/ Specialty paper, A4, 180gsm	450.00	10	packs		
Air freshener, 320ml (275g) grams, peony and berry bliss/lavender scent/vanilla scents	5,000.00	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	540.00	3	gal		
Detergent Powder, min. 1kg, ActivBleach with PowerCare Technology	3,300.00	30	packs		
Deodorant Cake, 50 grams	2,250.00	50	pcs.		
Disinfectant Spray, 340 grams, fresh blossom or crisp berry scent	10,600.00	20	cans		
Fabric Softener/Conditioner, passion, 750ml	4,200.00	20	packs		
Garbage bag, XL	1,600.00	20	packs		
Liquid Hand Soap, min. 225ml, antibacterial, pure white/lemon	3,000.00	30	bot		
Muriatic Acid Cleaner with power clean solution	1,400.00	5	gal		
Tissue Paper, 3ply	5,000.00	250	roll		
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