



PHILIPPINE  
PORTS  
AUTHORITY



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

Name of Project : **Supply and Delivery 1<sup>st</sup> Quarter Office Supplies**

Approved Budget  
for the Contract : **Php78,000.00**

Deadline for Submission : January 22, 2024

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 and BIR Certificate of Registration (Form 2303).

A notarized Omnibus Sworn Statement (GPPB-Prescribed Forms) will also be required to be submitted prior to award.

Quotations shall be submitted in person or through e-mail/courier to the BAC Secretariat/ Administrative Division, PPA PMO-Bataan/Aurora Port Operations Building, Lamao Blvd. Brgy. Lamao, Limay, Bataan.

For further information, please refer to:

The BAC Secretariat, PPA, PMO-Bataan/Aurora  
Telephone Nos. (047) 244-6246  
Email add: bacpmobataan@yahoo.com

Very truly yours,

  
**ALBERT FRANCIS T. GOLES**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

**Date of Posting: January 17-22, 2024**

**PORT MANAGEMENT OFFICE - BATAAN / AURORA**  
PPA Administrative Building, Lamao, Limay, Bataan 2104 Philippines  
Tel. No.: (047) 244-6936 Fax No. (047) 244-6246  
E-mail: pmolimay@yahoo.com ; pmobataan@yahoo.com  
pmobna\_records@ppa.com.ph / pmobataan\_aurora@ppa.com.ph

**PRICE QUOTATION FORM**  
**(Supply and Delivery 1st Quarter Office Supplies)**

Company/Trader's Name: \_\_\_\_\_

Address: \_\_\_\_\_

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1	5	roll	Tape Packaging 2"		
2	20	roll	Tape Transparent, scoth 24mm (1")		
3	25	btl	Soap liquid for Hand		
4	10	box	Staple Wire standard		
5	30	pcs	Sign pen Black/Blue (My gel)		
6	5	crt	Printer Toner Pantum		
7	5	btl	Printer Ink Brother LC462XL yellow		
8	5	btl	Printer Ink Brother LC462XL cyan		
9	5	btl	Printer Ink Brother LC462XL magenta		
10	5	btl	Printer Ink Brother LC462XL black		
11	10	btl	Printer Ink Epson 664 black		
12	20	pcs	Printer Ribbon Epson LQ 310		
13	10	box	Paper Clip Jumbo 50mm		
14	10	box	Paper Clip small 33mm		
15	2	pack	Folder tagboard A4 100pcs/pack		
16	100	pcs	Envelope documentary long 500pcs/box		
17	100	pcs	Expanding Envelope Kraft legal 100pcs/box		
18	12	box	Computer Continuous Forms 3ply (5 1/2" x 9 1/2") carbonless		
19	50	pcs	Trash Bag black XXI 10pcs/pack		
			*****nothing follows*****		
			TOTAL		
<b>Delivery :</b>			Shall be completed within fifteen (15) days from receipt of Purchase Order		

\_\_\_\_\_  
 Signature over Printed Name

Mobile/Tel. No. \_\_\_\_\_

Date \_\_\_\_\_