



PHILIPPINE
PORTS
AUTHORITY



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

Name of Project : **Supply and Delivery of 1st Quarter Office Supply CY 2026
of PMO-Bataan/Aurora**

Approved Budget
for the Contract : **Php 217,675.00 (VAT inclusive)**

Deadline for Submission : March 11, 2026 (1 Pm)

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,


CHARMAINE B. SANCHEZ
Chairperson, Bids and Awards Committee

Supply and Delivery of 1st Quarter Office Supplies CY 2026 for PMO BNA use

Supplier must state "COMPLY" of any equivalent term in the column "Suppliers Statement of Compliance" for the availability of the following items.

Item No.	Items and Description	Quantity	Unit	Suppliers Statement of Compliance
1	Alcohol, Ethyl 68%-72%	12	gal	
2	Ribbon, NT3200/3300	5	pcs	
3	Ballpen, 0.5mm Ballpoint, Blue	50	pcs	
4	Battery AA	24	pcs	
5	Battery AAA	24	pcs	
6	Binder Clip, (3/4")	12	box	
7	Binder Clip, (1")	12	box	
8	Binder Clip, (1-1/4")	12	box	
9	Binder Clip, (1-5/8")	12	box	
10	Binder Clip, (2")	12	box	
11	Board Paper, 10s	12	pack	
12	Bond Paper, Legal	100	ream	
13	Correction Tape, 30m	24	pcs	
14	Data File Box, (15-1/2" x 9-1/2" x 4-5/8")	16	pcs	
15	Data Folder (Lever Arch File, with Ring)	48	pcs	
16	Envelope, Expanding (Legal Size)	100	pcs	
17	Fastener, Metal	12	box	
18	Fastener, Plastic	12	box	
19	Folder, Expanding, Green	100	pcs	
20	Folder, Loose Leaf	100	pcs	
21	Folder, Long Tugboard	100	pcs	
22	Folder, Short A4	100	pcs	
23	Glue, Multi Purpose, Liquid 240g	2	bot	
24	Marker, Permanent, Black	12	pcs	
25	Marker, Whiteboard, Black	12	pcs	
26	Photo Paper, Glossy 10's	12	pack	
27	Post-It, 3" x 3"	5	pack	
28	Sign Pen, Black 0.07mm	12	pcs	
29	Sign Pen Blue 0.07mm	12	pcs	
30	Sign Pen Green	12	pcs	
31	Stamp Pad, Big	3	pcs	
32	Stamp Pad, Ink 50ml	5	bot	

33	Sticker Paper A4, 20s	50	pack	
34	Storage Box	12	set	
35	Tape, Packing 2"	12	roll	
36	Tape, Scotch 1", Transparent	24	roll	
37	Time Card 100pcs/pack	12	pack	
38	Trash Bag, XXL	300	pcs	
39	Tissue, 12's/pack	960	roll	
40	USB 64GB	12	pcs	
41	Ink, Epson 003, Black	12	pcs	
42	Ink, Epson 003, Cyan	6	pcs	
43	Ink, Epson 003, Magenta	6	pcs	
44	Ink, Epson 003, Yellow	6	pcs	
45	Ink, HP 678, Black	5	pcs	
46	Ink, HP 678, Color	5	pcs	
47	Ink, Brother, LC462 Black	2	pcs	
48	Ink, Brother, LC462 Cyan	2	pcs	
49	Ink, Brother, LC462 Magenta	2	pcs	
50	Ink, Brother, LC462 Yellow	2	pcs	
51	Toner 79A, HP	6	pcs	
52	Toner 85A, HP	4	pcs	
53	Ribbon, Dater Machine, Yokata	5	pcs	
54	Ribbon, Epson LQ310	24	pcs	
55	Ballpen, 0.5mm Ballpoint, Black	50	pcs	

NOTE: Please indicate the brand of supplies you wish to quote

Signature over Printed Name

Mobile/Tel. No. _____

Email Address: _____

Date _____