



**BAGONG PILIPINAS**

**PHILIPPINE  
PORTS  
AUTHORITY**



**REQUEST FOR QUOTATION  
(Small Value Procurement)  
(Re-posting)**

Name of Project : **Supply and Delivery 2nd Quarter Office Supplies**

Approved Budget  
for the Contract : **Php101,321.00**

Deadline for Submission : April 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: April 16-19, 2024**

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

**PRICE QUOTATION FORM**  
 (Supply and Delivery 2nd 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	200	pcs	Trash Bag black XL 10pcs/pack		
2	12	pcs	Ballpen Green		
3	4	pcs	Toner 79A		
4	660	roll	Tissue Paper (12pcs per pack)		
5	6	pack	Time Cards		
6	12	roll	Scotch Tape 1"		
7	20	pcs	Storage Box Merit		
8	5	box	Staple Wire Standard		
9	2	box	Rubber Band Big		
10	5	pcs	Printer Ribbon Epson LQ 310		
11	20	pcs	Post it Stiky Note 3"x3"		
12	10	pcs	White Board Marker Blue		
13	10	pcs	White Board Marker Black		
14	12	pcs	Marker Stabilo Yellow		
15	15	pcs	Permanent Marker Black		
16	4	pcs	Ink HP 680 Color		
17	4	pcs	Ink HP 680 Black		
18	4	pcs	Ink HP 678 Color		
19	4	pcs	Ink HP 678 Black		
20	4	pcs	Ink Brother LC462XL Yellow		
21	4	pcs	Ink Brother LC462XL Magenta		
22	4	pcs	Ink Brother LC462XL Cyan		
23	4	pcs	Ink Brother LC462XL Black		
24	4	pcs	Ink Epson 664 Yellow		
25	4	pcs	Ink Epson 664 Magenta		
26	4	pcs	Ink Epson 664 Cyan		
27	4	pcs	Ink Epson 664 Black		
28	100	pcs	Folder Long Pressboard (Expanding)		
29	5	box	Fastener Plastic		
30	5	box	Fastener Metal		
31	5	pcs	Eraser (Whiteboard)		
32	24	pcs	Correction Tape 5mm x 10m (8mm)		
33	12	box	Binder Clip 2" (50mm)		
			TOTAL		
<b>Delivery :</b>			Shall be completed within fifteen (15) days from receipt of Purchase Order		
			Please indicate the brand of the office supplies you will provide		

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

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

Date \_\_\_\_\_

**PRICE QUOTATION FORM**  
 (Supply and Delivery 2nd 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>
34	12	box	Binder Clip 1 5/8 (41mm)		
35	12	box	Binder Clip 1 1/4 (32mm)		
36	24	pcs	Battery AAA		
37	24	pcs	Battery AA		
38	3	pcs	Toner Cartridge Pantum PC 210		
39	4	pcs	Scissors Heavy Duty		
			*****Nothing Follows*****		
			<b>TOTAL</b>		
<b>Delivery :</b>			Shall be completed within fifteen (15) days from receipt of Purchase Order		
			Please indicate the brand of the office supplies you will provide		

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

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

Date \_\_\_\_\_