



## REQUEST FOR QUOTATION

The Philippine Ports Authority, Port Management Office of Bataan/Aurora through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services and for Engineering Projects will undertake an Alternative Method of Procurement through Shopping in accordance with Section 52.1b of the Revised Implementing Rules and Regulations of R.A 9184

Name of Project : **Supply and Delivery of Office Supplies  
(Common-use Office Supplies) PR BNA-5707-22**

Approved Budget : **Php160,616.00**  
for the Contract

Deadline for Submission : JUN 01 2022

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, Omnibus Sworn Statement and BIR Certificate of Registration (Form 2303)

Quotations shall be submitted in person to the Manager, Administrative Division, through e-mail or courier to the 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/ 244-6936  
Email add: pmolimay@yahoo.com

Very truly yours,

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

**PRICE QUOTATION FORM**

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

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

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
1	20	pouch	Disposable Face Mask (KF94), white, red, blue & black	
2	10	pcs	White Board Marker, black	
3	10	pcs	White Board Marker, blue	
4	4	bxs	Carpenter's pencil	
5	50	pcs	Folder, expanding, long	
6	50	pcs	Folder, expanding, short	
7	20	pcs	Ink, Epson 664, yellow	
8	20	pcs	Ink, Epson 664, cyan	
9	20	pcs	Ink, Epson 664, magenta	
10	24	pcs	Sign Pen, high tech pen, blue	
11	24	pcs	Sign Pen, high tech pen, black	
12	24	pcs	Ballpen, red	
13	36	pcs	Ballpen, blue	
14	36	pcs	Ballpen, black	
15	10	cns	Insecticide Spray, water based, 500ml	
16	25	gls	Alcohol, rubbing, 70% isoprophyl	
17	12	pcs	Padlock, 1"	
18	50	pcs	Brown Envelope, 9" x 12"	
19	51	pcs	Brown Envelope, long	
20	50	pcs	Expanding Envelope, short	
21	105	rls	Tissue Paper/Bathroom Roll Tissue	
22	25	pks	Battery, AA, 4-pcs/pack	
23	2	units	Laminating Machine, A3	
24	15	pcs	Paper Puncher, heavy duty	
25	5	units	Paper Shredder, heavy duty	
26	12	pcs	Stapler, heavy duty	
27	5	units	Scientific Calculator, FX 991ES/MS	
28	20	bxs	Disposable Surgical Mask, 50s	
			*****nothing follows*****	
<b>Delivery:</b>			Shall be completed within (15) fifteen days from receipt of Purchase Order	

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

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

\_\_\_\_\_  
 Date