

## REQUEST FOR QUOTATION (Small Value Procurement)

Name of Project

**Procurement of Office Supplies** 

Approved Budget for the Contract

Php94,000.00

Deadline for Submission

AUG 15 2023

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 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,

SHIRLYN'S. MORALES

Vice-Chairperson, Bids and Awards Committee Procurement of Goods and Consultancy Services

Date of Posting: August 12 - 15, 2023

## PHILIPPINE PORTS AUTHORITY PORT MANAGEMENT OFFICE-BATAAN/AURORA

## PRICE QUOTATION FORM (Procurement of Office Supplies)

Company/Trader's Name:	
Address:	

<u>Item</u>	Quantity	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1	24	pcs	Sign Pen, high tech pen, black and blue		
2	100	ream	Bond Paper A4		
3	5	pcs	Tray 3 layer		
4	5	pcs	Toner Cartridge, HP 85A		
5	20	roll	Tape transparent, 24mm (1")		
6	10	roll	Tape packaging 48mm		
7	25	pcs	Storage Box		
8	5	pcs	Scissors, heavy duty		
9	15	pcs	Marker stabilo or equivalent		
10	6	pcs	Printer ink, HP 680 color	9.	
11	6	pcs	Printer ink, HP 680 black		
12 20	20	pcs	Data File Box, w/ closed ends & finfer ring, 127mm x		
			229x400mm (5"x9"x15-3/4")		
13	10	box	Computer Continuous Forms, 3 ply, 280mm x 241mm,		
			(11"x9-1/2") plain, GSP bond 55 gsm carbonless		
14	10	box	Paper Clip big		
15	100	ream	Bond Paper, legal size		
16	10	pcs	Printer ink, Epson 003, black		
			*****nothing follows*****	Logic Bridge	
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Signature over Printed Name
Mobile/Tel. No
Date