



**REQUEST FOR QUOTATION
(Shopping)**

Name of Project : **Supply and Delivery of Office Supplies**
Approved Budget : **Php75,000.00**
for the Contract
Deadline for Submission : September 5, 2019

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their **valid and current Mayor's/Business Permit and PhilGEPS Registration Number.**

Quotation shall be submitted in person, through e-mail or courier to the Procurement Unit, Administrative Division, PPA, PMO-Bataan/Aurora Port Operations Bldg., Brgy. Lamao, Limay, Bataan.

For further information please refer to:


The BAC Secretariat, PPA, PMO-Bataan/Aurora
Telephone Nos. (047) 244-6246/ 2446936

Very truly yours,



GUALBERTO E. ANGELES

Chairperson, Bids and Awards Committee



PRICE QUOTATION FORM

Company/Trader's Name: _____

Address: _____

Item	Qty	Unit	Item and Description	Unit Cost
1	600	rlls	Tissue Paper	
2	40	rlls	Tape, transparent, 24mm (1") width, usable length of 50m	
3	20	rlls	Tape, masking, 1"	
4	30	bxs	Staple Wire, standard	
5	50	pcs	Sign Pen, high tech pen, black/blue	
6	10	prs	Scissors, heavy duty	
7	10	pcs	Ruler 12", plastic	
8	5	bxs	Rubber Band, small	
9	24	pcs	Pencil	
10	10	pcs	Mighty Bond	
11	30	pcs	White Board Marker, blue	
12	60	pcs	Marker, fluorescent (stabilo)	
13	20	pcs	Permanent Marker, black	
14	500	pcs	Folder, tagboard, legal	
15	200	pcs	Folder, tagboard, A4	
16	20	pcs	DVD Rewritable	
17	20	pcs	DVD Recordable	
18	50	pcs	Data Folder	
19	50	pcs	Correction Tape, big	
20	20	bxs	Computer Continuous form, 9-1/2 x 11, 3-ply, carboneless	
21	200	pcs	Ballpen, black/blue	

Signature over Printed Name

Date