



PHILIPPINE  
PORTS  
AUTHORITY



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

Name of Project : **Supply and Delivery of Additional Office Supplies for 3<sup>rd</sup> Quarter CY2025 of PMO Bataan/Aurora**

Approved Budget for the Contract : **Php 119,420.00 (VAT inclusive)**

Deadline for Submission : **August 29, 2025 (1:00PM)**

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

Date of posting **August 27-29, 2025**

**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

PHILIPPINE PORTS AUTHORITY  
PORT MANAGEMENT OFFICE-BATAAN/AURORA

## PRICE QUOTATION FORM

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                 | 30              | roll        | Trash Bag XXL (10pcs per roll)                                       |                   |              |
| 2                 | 10              | box         | Binder Clip 1-5/8" (41mm)                                            |                   |              |
| 3                 | 10              | pcs         | Toner, PC210 - Cartridge, Pantum PC210                               |                   |              |
| 4                 | 10              | roll        | Tape, Scotch Tape 1"                                                 |                   |              |
| 5                 | 5               | pcs         | Stapler, Heavy Duty                                                  |                   |              |
| 6                 | 10              | pcs         | Soap, Liquid, Hand Soap                                              |                   |              |
| 7                 | 10              | pcs         | Ribbon, OKI 5721, 5791                                               |                   |              |
| 8                 | 10              | pcs         | Ribbon, LQ310                                                        |                   |              |
| 9                 | 5               | pcs         | Ribbon, Bundy Clock NT3200/3300                                      |                   |              |
| 10                | 5               | pcs         | Ribbon, Dater Machine                                                |                   |              |
| 11                | 30              | pcs         | Ink, 003 Black, Epson 003 Black                                      |                   |              |
| 12                | 100             | pcs         | Folder, Tagboard Long                                                |                   |              |
| 13                | 5               | pcs         | Date Stamp                                                           |                   |              |
| 14                | 3               | ream        | Bond Paper, A3                                                       |                   |              |
| 15                | 10              | box         | Binder Clip 2" (50mm)                                                |                   |              |
| 16                | 10              | pcs         | Toner, 2280 - Cartridge 2280, Brother                                |                   |              |
|                   |                 |             | *****nothing follows*****                                            |                   |              |
|                   |                 |             |                                                                      |                   |              |
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|                   |                 |             |                                                                      |                   |              |
| <b>Delivery :</b> |                 |             | Shall be completed within fifteen (30) days from receipt of Contract |                   |              |

Signature over Printed Name

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

Date \_\_\_\_\_