



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Supply and Delivery of Office Supplies for PMO Bataan/Aurora use.**

Approved Budget for the Contract : **Php 54,235.00 (VAT inclusive)**

Deadline for Submission : **September 26, 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: **September 24-26, 2025**

PRICE QUOTATION FORM

Company/Trader's Name: _____

Address: _____

Item	Quantity	Unit	Description	Unit Price	Total
1	10	PC	3in 1 Organizer multi-purpose office pen holder metal approx. 10.5cmx20.5cmx9.5cm		
2	2	BOT	Brother Ink BTD60BK 108.0ml (Black)		
3	5	PC	Balikbayan Box 20"x20"x20" - 300 lbs		
4	20	PC	File Magazine Box 15.5"x9.5"x4.5" - black		
5	5	PK	Battery AAA (4pcs/pack)		
6	10	PC	Super Glue Liquid 3g		
7	10	PC	Pencil Eraser White (6x1.1x2.2cm)		
8	5	PC	Tape Dispenser Table Top		
9	20	RL	Double Sided Tape Green Foam 1"x5mx2mm		
10	10	BOX	Staple Wire 26/6		
11	10	PK	Tissue Paper Bathroom (2-ply, 12pcs/pack)		
12	20	PK	Tissue Paper Pull-out (3-ply, 140 pull/box)		
13	5	PC	Metal Desk Paper Tray Steel 3 layer		
14	60	PC	Folder A4 Ordinary		
15	60	PC	Folder Green Long Expanding		
16	60	PC	Brown Envelope Long		
17	60	PC	Brown Envelope A4		
18	40	PK	Sticky Notes stylish fill index (125 sheet/pack) - sign here		
19	10	PAD	Sticky Note 3x3x100's		
20	40	PC	Correction Tape 8M		
21	25	RM	Bond Paper Legal		
22	50	RM	Bond Paper A4		
23	20	PC	Battery AA (2pcs/pack)		
24	20	PC	Ballpen, black		
25	5	BOT	White Board Marker Refill Ink (25ml/bottle)		
26	12	PC	White Board Marker black		
27	5	BOT	Permanent Marker Black Refill Ink (30ml/bottle)		
28	12	PC	Permanent Marker, black		
29	20	BOT	Ink Epson 003 Black		
30	2	BOT	Brother Ink BT5000M 48.8ml (Magenta)		
31	2	BOT	Brother Ink BT5000C 48.8ml (Cyan)		
32	2	BOT	Brother Ink BT5000Y 48.8ml (Yellow)		
33	8	PC	Clipboard Long wire clip with hanger		
			*****nothing follows*****		
Delivery :			Shall be completed within thirty (30) days from receipt of Contract		

Signature over Printed Name

Mobile/Tel. No. _____

Date _____