

REQUEST FOR QUOTATION

PHILIPPINE
PORTS
AUTHORITY



The Philippine Ports authority, Port Management Office of PMO-Panay/Guimaras (PPA, PMO-PNG) 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

NP - Small Value in accordance with Section 34
of the New Government Procurement Act R.A. 12009.

Name of Project: Supply and Delivery of the following Office Supplies - 1st Semester of CY 2026

Approved Budget : PHP 455,236.00
for the Contract

Deadline of Submission : January 21, 2026 / 9:00 AM

Requirements:

1. Please quote your best quotation in line with the attached specifications. (Annex A) Unless otherwise the Supplier has a registry file at PPA, PMO-PNG all quotations must be accompanied with the following documents:
 - a. Mayor's/Business Permit
 - b. PhilGeps Registration Certificate
 - c. BIR Certificate of Registration (Form 2303)
 - d. DTI or SEC Registration
 - e. Duly Signed and Notarized Omnibus Sworn Statement (For ABC's above 200,000.00)
2. All quotations shall be inclusive of all cost/s and applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations.
3. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative.
5. Quotations shall be submitted to the BAC-Secretariat, PPA, PMO-Panay/Guimaras, Administration Bldg., Bldg., Brgy. Loboc, La Paz, Iloilo City 5000 or email at supplyunit.ppa.pmpng@gmail.com

For further information, please refer to:

The BAC Secretariat, PPA, PMO-Panay/Guimaras
Telephone Nos.: (033) 3377791 to 93 loc. 102

Very truly yours,


ENGR. JERRY P. ABELLO

Chairperson, Bids and Awards Committee

Date of Posting: January 16 - 20, 2026

Reference

Quotation No.: 26-006
RIV No.: 26-01-014
PR No.: PNG - 10626-26

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
	Supply and Delivery of the following Office Supplies - 1st Semester of CY 2026		1	lot		
1	Ballpen, black; 0.5mm; FO-GelB019; Neo		1500	pc		
2	Bond Paper A4, 70GSM, S-20		200	ream		
	>At least Elementary Chlorine Free and made of 50-100% Recycled/renewable fibre					
3	Bond paper, long, 70GSM, S-20		300	ream		
	>At least Elementary Chlorine Free and made of 50-100% Recycled/renewable fibre					
4	Bond paper, short, 70GSM, S-20		300	ream		
	>At least Elementary Chlorine Free and made of 50-100% Recycled/renewable fibre					
5	Brown envelope, long, Kraft		500	pc		
6	Brown envelope, short, Kraft		500	pc		
7	Calculator, 14-digits; double memory function; mark up calculation; decimal & rounding selections;		10	pc		
8	Carbon Film Paper, Blue, Long - 100pcs/pack (international film carbon)		2	pack		
9	Clipboard, with metal clip, Long size, made of PP material		10	pc		
10	Folder, Short, White-14pts.		500	pc		
11	Folder, Long, White-14 pts.		600	pc		
12	Correction paper tape, at least 8m		200	pc		
13	Cutter, big, Auto-lock; made of metal and with rubber grip		10	pc		
14	Dater/Date Stamp (year 2026 & up)		24	pc		
15	Double Sided Tapes, 1"-10mlong		20	roll		
16	Empty Sacks, large		500	pc		
17	Expanding US Pressboard Folder, Color: green / Size: Long		700	pc		
18	Expanding Envelope, Kraft board, garterized		200	pc		
19	Fastener, plastic short (50 pcs/box)		50	box		
20	Fastener, plastic long (50 pcs/box)		20	box		
21	File Box (double) / color: Blue - with separator		40	pc		
22	Glue Stick, at least 20 grams (all purpose glue)		20	pc		
23	Highlighters/Fluorescent Markers (18 pc-yellow; 18 pc-pink)		36	pc		
24	Laminating Film, A4 (100pcs/box); 250 microns		6	box		

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
25	Logbook/Recordbook, 500 pages		50	pc		
26	Logbook/Recordbook, 300 pages		30	pc		
27	Logbook/Recordbook, JR. 300 pages.		30	pc		
28	Mailing Envelope, white long (500pcs/box)		10	box		
29	Packaging tape, 2 inch		20	pc		
30	Binder clamp, small-1 inch (12 pcs/box)		30	box		
31	Binder clamp, medium 3/4 inch (12 pcs/box)		30	box		
32	Binder clamp, large - 2inch (12pcs/box)		30	box		
33	Paper clips, vinyl coated, big (100pcs/box)		40	box		
34	Puncher 2-hole, HD - punches up to 30 sheets 80gsm paper; special hard drills; handle lock; adjustable paper gauge; easy waste disposal; Dimension:8x11x16cm; Weight 600g		10	pc		
35	Push Pin, assorted colors, 100pcs/box		12	box		
36	Scotch tape Dispenser, Heavy Duty, can fit big core scotch tape		15	pc		
37	Paper clips, vinyl coated, small (100pcs/box)		60	box		
38	Parchment Paper, long, 85gsm - Light cream color/shade - 10pcs/pack		30	pack		
39	Pencil, #2 (12pcs/box) - EF482		15	box		
40	Plastic straw		20	roll		
41	Scotch tape, 1 inch, 2mil thickness		150	roll		
42	Scotch tape, 2 inch, 2mil thickness		20	roll		
43	Sign pen, Gel-ink, black, .7mm - 12pcs/box		10	box		
44	Specialty Paper board, White Short, 200gsm / 10 sheets per pack		50	pack		
45	Specialty Paper board, White long, 200gsm / 10 sheets per pack		50	pack		
46	Specialty Paper, Pale Cream, long 90gsm / 10sheets/pack		20	pack		
47	Specialty Paper, Pale Cream, short 90gsm / 10sheets/pack		20	pack		
48	Stapler with remover HD-50F, Flat clinch, staples up to 23 sheets		10	pc		
49	Staple wire #35		200	box		
50	Whiteboard marker (black)		36	pc		

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
51	Index tabs with "PLEASE SIGN or SIGN HERE"; 100pcs; (see attached photo sample)		30	packs		
52	Stick on notes - 3" x 3"; color-Yellow - 100pcs/pack		50	packs		
53	Stick on notes, Fluorescent Pads, 3-colors- 1" x 3"; / 3x100sheets		50	packs		
54	Scissor Stainless Steel, HD, 21cm (at least 8in) long, Hard plastic and rubberized handle		15	pc		
DELIVERY: Shall be completed within <u>30</u> days from receipt of Purchase Order.			GRAND TOTAL :			

The above quoted prices are inclusive of all costs and applicable taxes.

page 3 of 3

	VAT
	NON VAT

Signature Over Printed Name

Mobile/Telephone No.

Date _____

ACKNOWLEDGMENT RECEIPT



This is to acknowledge receipt of the Request for Quotation, as described inside the box at the right, today .

(date)

by: _____
Printed Name & Signature

Tel. No.

To be returned not later than:

Quotation No.: 26-006
RIV No.: 26-01-014
P.R. No.: PNG - 10626-26
Date: