

# REQUEST FOR QUOTATION



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 Office Supplies (Additional Supplies) for PMO-Panay/Guimaras**

Approved Budget : **PHP 392,070.00**  
for the Contract

Deadline of Submission : **November 14, 2025 / 9:00AM**

## 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           | c. BIR Certificate of Registration (Form 2303) |
| b. PhilGeps Registration Certificate | d. DTI or SEC Registration                     |

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](mailto: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: **November 11 - 13, 2025**

## Reference

|                |                      |
|----------------|----------------------|
| Quotation No.: | <u>25-163</u>        |
| RIV No.:       | <u>25-10-511</u>     |
| PR No.:        | <u>PNG -10504-25</u> |

PRICE QUOTATION FORM

Company/Trader's Name : \_\_\_\_\_  
Address : \_\_\_\_\_

| ITEM NO. | ITEM & DESCRIPTION                                                                                            | (Pls. Specify Brand) | QTY. | UNIT | UNIT PRICE | TOTAL |
|----------|---------------------------------------------------------------------------------------------------------------|----------------------|------|------|------------|-------|
| 1        | Ballpen, black; 0.5mm; FO-GelB019; Neo                                                                        |                      | 500  | pc   |            |       |
| 2        | Battery "AA" - Alkaline, lasts up to 4x longer, ready to use up to 10yrs, zero added mercury, cadmium & lead  |                      | 100  | pc   |            |       |
| 3        | Battery "AAA" - Alkaline, lasts up to 3x longer, ready to use up to 10yrs, zero added mercury, cadmium & lead |                      | 20   | pc   |            |       |
| 4        | Bond Paper A4, 70GSM, S-20                                                                                    |                      | 200  | ream |            |       |
|          | >At least Elementary Chlorine Free and made of 50-100% Recycled/renewable fibre                               |                      |      |      |            |       |
| 5        | Bond paper, long, 70GSM, S-20                                                                                 |                      | 500  | ream |            |       |
|          | >At least Elementary Chlorine Free and made of 50-100% Recycled/renewable fibre                               |                      |      |      |            |       |
| 6        | Bond paper, short, 70GSM, S-20                                                                                |                      | 300  | ream |            |       |
|          | >At least Elementary Chlorine Free and made of 50-100% Recycled/renewable fibre                               |                      |      |      |            |       |
| 7        | Brown envelope, long, Kraft                                                                                   |                      | 300  | pc   |            |       |
| 8        | Brown envelope, short, Kraft                                                                                  |                      | 300  | pc   |            |       |
| 9        | Carbon Film Paper, Blue, Long - 100pcs/pack (international film carbon)                                       |                      | 5    | pack |            |       |
| 10       | Folder, Long, White-14 pts.                                                                                   |                      | 500  | pc   |            |       |
| 11       | Correction paper tape, at least 12m                                                                           |                      | 100  | pc   |            |       |
| 12       | Empty Sacks, large                                                                                            |                      | 300  | pc   |            |       |
| 13       | Expanding US Pressboard Folder, Color: green / Size: Long                                                     |                      | 300  | pc   |            |       |
| 14       | Fastener, plastic short (50 pcs/box)                                                                          |                      | 50   | box  |            |       |
| 15       | Glue, 148 ml with glue applicator                                                                             |                      | 30   | pc   |            |       |
| 16       | Glue Stick, at least 20 grams (all purpose glue)                                                              |                      | 20   | pc   |            |       |
| 17       | Laminating Film, A4 (100pcs/box); 250 microns                                                                 |                      | 3    | pack |            |       |
| 18       | Masking tape, 1 inch                                                                                          |                      | 30   | roll |            |       |
| 19       | Masking tape, 2 inch                                                                                          |                      | 20   | roll |            |       |
| 20       | Packaging tape, 2 inch                                                                                        |                      | 30   | pc   |            |       |
| 21       | Binder clamp, small-1 inch (12 pcs/box)                                                                       |                      | 50   | box  |            |       |
| 22       | Binder clamp, medium 3/4 inch (12 pcs/box)                                                                    |                      | 50   | box  |            |       |
| 23       | Binder clamp, large - 2inch (12pcs/box)                                                                       |                      | 30   | box  |            |       |
| 24       | Paper clips, vinyl coated, small (100pcs/box)                                                                 |                      | 50   | box  |            |       |
| 25       | Pentel pen, BLACK (30 pcs - broad / 30 pcs - fine)                                                            |                      | 30   | pc   |            |       |
| 26       | Photo Paper, A4, 210GSM/High Glossy (10pcs/pack)                                                              |                      | 20   | pack |            |       |
| 27       | Rubber band, small                                                                                            |                      | 60   | box  |            |       |

PRICE QUOTATION FORM

Company/Trader's Name : \_\_\_\_\_

Address : \_\_\_\_\_

| ITEM NO.                                                                           | ITEM & DESCRIPTION                                 | (Pls. Specify Brand) | QTY.          | UNIT | UNIT PRICE | TOTAL |
|------------------------------------------------------------------------------------|----------------------------------------------------|----------------------|---------------|------|------------|-------|
| 28                                                                                 | Rubber band, big, flat                             |                      | 20            | box  |            |       |
| 29                                                                                 | Scotch tape, 2 inch, 2mil thickness                |                      | 20            | roll |            |       |
| 30                                                                                 | Sign pen, Gel-ink, black, .7mm - 12pcs/box         |                      | 10            | box  |            |       |
| 31                                                                                 | Stapler with remover HD, 50/50R                    |                      | 5             | pc   |            |       |
| 32                                                                                 | Paper clips, vinyl coated, small (100pcs/box)      |                      | 50            | box  |            |       |
| 33                                                                                 | Pentel pen, BLACK (30 pcs - broad / 30 pcs - fine) |                      | 30            | pc   |            |       |
| 34                                                                                 | Photo Paper, A4, 210GSM/High Glossy (10pcs/pack)   |                      | 20            | pack |            |       |
| 35                                                                                 | Rubber band, small                                 |                      | 60            | box  |            |       |
| 36                                                                                 | Rubber band, big, flat                             |                      | 20            | box  |            |       |
| 37                                                                                 | Scotch tape, 2 inch, 2mil thickness                |                      | 20            | roll |            |       |
| 38                                                                                 | Sign pen, Gel-ink, black, .7mm - 12pcs/box         |                      | 10            | box  |            |       |
| 39                                                                                 | Stamp pad ink, Purple/Violet, 30ml                 |                      | 72            | bot. |            |       |
| 40                                                                                 | Stamping Pad #1                                    |                      | 24            | pc   |            |       |
| 41                                                                                 | Staple wire #35                                    |                      | 200           | box  |            |       |
| 42                                                                                 | Stapler with remover HD, 50/50R                    |                      | 5             | pc   |            |       |
|                                                                                    |                                                    |                      |               |      |            |       |
|                                                                                    |                                                    |                      |               |      |            |       |
| DELIVERY: Shall be completed within <u>20</u> days from receipt of Purchase Order. |                                                    |                      | GRAND TOTAL : |      |            |       |

The above quoted prices are inclusive of all costs and applicable taxes. page 2 of 2

☐ 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)

Quotation No.: 25-163

RIV No.: 25-10-511

P.R. No.: PNG -10504-25

Date:

by: \_\_\_\_\_  
Printed Name & Signature

Tel. No. \_\_\_\_\_

To be returned not later than: \_\_\_\_\_