

PHILIPPINE PORTS AUTHORITY
Administrative Section

REQUEST FOR PRICE QUOTATION

Date : 3-Oct-25
Quotation No. : 2025-099

Company Name

Address & Tel. No.

TIN

Please signigy if VAT or NON-VAT

Please quote your lowest price on the item/s listed below, subject to the General Conditions indicated below, stating the shortest time of delivery, and submit your quotation duly signed by your authorized representative not later than **October 7, 2025, 9:30AM**. The total Approved Budget for the Contract (ABC) for this procurement is **NINETY-SIX THOUSAND FIVE HUNDRED TWENTY-SIX PESOS AND 25/100 ONLY (Php 96,526.25)** , inclusive of all applicable government taxes.


MARY LOUISE C. MACALINO
BAC Chairperson

- NOTE
1. All entries must be typewritten.

2. Delivery period must be within sixty (20) calendar days from receipt of Purchase Order.

3. Price validity must be within thirty (30) calendar days.

4. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by procuring entity.

5. Attach brochures and/or operating manual of the product being offered and the supplier must be able to demonstrate operation of the machine upon request.

6. Terms of payment is within fifteen (15) days from delivery and acceptance of goods.

7. Submission on the following:

a) Valid and Current Mayor's Permit

b) Valid PhilGEPS Registration

Item #	QTY	UNIT	ITEM & DESCRIPTION	UNIT COST	AMOUNT
1	100	pcs	Ballpen , good quality (75black, 25 blue)		
2	10	packs	Battery, AA, by 2's		
3	10	packs	Battery, AAA by 2's		
4	50	ream	Bondpaper, short, S-20, 70gsm, 500 sheets		
5	50	ream	Bondpaper, long, S-20, 70gsm, 500 sheets		
6	200	ream	Bondpaper, A4, S-20, 70gsm, 500 sheets		
7	5	pcs	Carbonless Computer Forms, 5-1/2 x 9 1/2, 3-ply		
8	10	pcs	Correction Tape, 8m-12m		
9	25	pcs	Envelope, Brown, short, thick		
10	25	pcs	Envelope, Brown, Long, thick		
11	100	pcs	Envelope, expanding Long, 200lbs w/ garter		
12	10	boxes	Fastener, short, plastic		
13	25	pcs	Folder, long, ordinary, US, 200lbs		
14	25	pcs	Folder, short, ordinary, US, 200lbs		
15	5	bottle	Glue, Elmer, 130 g		
16	5	rolls	Masking Tape, 1"		
17	15	ream	Mimeographing paper, whitewove, short, sub 18		
18	15	ream	Mimeographing paper, whitewove, long, sub 18		
19	5	rolls	Packaging Tape "2, Transparent		
20	10	pcs	Pentel Pen, (black 10,), permanent		
21	50	pcs	Pressboard long, green, w/o tab, US		
22	5	pcs	Record Book (500 pcs)		
23	10	rolls	Scotch Tape, 1"		
24	20	pcs	Signpen, (30 black, 20 blue)		
25	5	pcs	Stamp pad Ink(purple)		
26	50	boxes	Staplewire, No. 35		
			X-X-X-X-X		

After having carefully read and accepted your General Condition, I/WE quote you on the item/s at prices indicated above.

Printed Name and Signature

Position

Telephone No.