



**REQUEST FOR QUOTATION**  
(Shopping)

Name of Project : **Supply and Delivery of Office Supplies**  
Approved Budget for the Contract : **P100,000.00**  
Deadline for Submission : **May 15, 2019**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit and PhiGEPS Registration Number.

Quotations shall be submitted in person to the Property Management Division, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

  
**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee

## Office Supplies

Item No.	Specification	Qty	Unit
1	<b>Acrylic Holder Name Tag</b> , size: 10 x 3.5 inches, angled, 2 mm thick	50	pc
2	<b>Binder File</b> , 3D-Ring, with clear view insert in front, chipboard: 2.5mm thick (min), holds A4 size maximum of 16mm thick.	275	pc
3	<b>Certificate Frame</b> with glass, Polystyrene Frame, holds A4 size, color: Navy Blue Frame	55	pc
4	<b>Certificate Holder</b> with clear plastic transparency and 2 hangers for portrait or landscape orientations, size: 240mm x 320mm, color: Navy Blue	154	pc
5	<b>Photo Paper</b> , High Gloss, A4 size: 210 x 297mm, Supports high resolution of up to 4800 dpi, 180gsm, for inkjet printer, 20 sheets per pack	5	pack

Delivery:

Shall be completed within five (5) working days from receipt of Purchase Order.