



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-122-2024

Name of Project : **Supply and Delivery of Office Supplies**
Approved Budget for the Contract : **₱ 998,316.30**
Deadline for Submission : **May 27, 2024**

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, Income Tax Return, Omnibus Sworn Statement, Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Manager, 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
5th 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

Very Truly Yours,

MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

Supply and Delivery of Office Supplies

QTY	UNIT	DESCRIPTION
10	pc	1 TB External Hard Drive
25	pack	Battery, AAA
25	pack	Battery, AA
25	box	Ballpen, black
25	box	Ballpen, blue
15	unit	Calculator
150	box	Binder clip, 32mm
200	pc	Correction Tape
5	pc	Digital Voice Recorder
10	box	Envelope Documentary, A4
10	box	Envelope Documentation, Legal
10	box	Expanding Envelope Legal with String
150	box	Fastener, Metal
30	pc	Glue, All Purpose
50	pack	Index Tab
150	pc	Marker Permanent, Blue
150	pc	Marker Permanent, Black
150	pc	Marker, Whiteboard, Black
150	pc	Marker, Whiteboard, Blue
150	pc	Marker, Whiteboard, Red
200	pad	Notepad 3"x3"
100	pad	Notepad 3"x5"
200	rl	Tape, Packing 48mm
61	box	Paper Clip 33mm
2661	rm	Paper, A4 size
100	rm	Paper, A3 Size
35	box	Pressboard Folder, Legal
15	box	Pushpin
10	box	Rubber band
400	pc	Sign Pen, Black J7RT
400	pc	Sign Pen, Blue J7RT
10	pack	Specialty Paper
10	pack	Tagboard, folder, Legal
100	rl	Tape masking 24mm
100	rl	Tape masking 48mm
50	rl	Tape Transparent 48mm

Delivery: Shall be completed within seven (7) working days from receipt of Purchase Order.