



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Supply and Delivery of PPA Letterhead with 45th Anniversary Logo**

Approved Budget for the Contract : **P1,000,000.00**

Deadline for Submission : **July 8, 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, PhilGeps Registration Number, Income/Business Tax Returns, and Omnibus Sworn Statement.

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
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,

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

ITEM	SPECIFICATIONS	QUANTITY
PPA Letterhead	Concorde specialty paper A4 size Full color printing 500 sheets per ream	650 reams

Logo:

Blue - Pantone 655c
Center Circle – colors of the Philippine Flag



Footnote:

A. Bonifacio Drive, South Harbor, Port Area, Manila 1018 Philippines
P.O. Box 436 Manila, Philippines
Tel. No. (+632) 954-8800 Fax No. (+632) 527-4855
website: www.ppa.com.ph

Design: See attached sample.

Sampling: A sample of 1 ream PPA letterheads shall be submitted along with the quotation.

Delivery: Complete delivery shall be done within seven (7) days from receipt of Purchase Order.

