



REQUEST FOR QUOTATION

Name of Project : **Procurement of Various Office Supplies and Materials**

Approved Budget for the Contract : **₱ 148,360.00**

Deadline for Submission : **December 6, 2018**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current PhilGEPS Registration Certificate, DTI/SEC Registration and Mayor's Permit.

Quotations shall be submitted in person to the Administrative Division, Philippine Ports Authority Port Management Office of Bicol, Regional Government Center, Rawis, Legazpi City. Quotations/documents sent to any other division/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat
Philippine Ports Authority
Port Management Office of Bicol
Regional Government Center,
Rawis, Legazpi City
Telephone/Fax No. (052) 480-7087
(052) 482-0306

PPA Website : www.ppa.com.ph

Very truly yours,

DARWIN M. MILLENA

Vice Chairperson
PMO Bicol Bids and Awards Committee

Procurement of Various Office Supplies and Materials

QTY.	SPECIFICATIONS
12 packs	Binder notebook (5 pieces per pack)
500 pieces	Ballpen 0.7, blue, good quality
100 pieces	Seminar badge
100 pieces	Whiteboard, blue (marking pen)
100 pieces	Whiteboard, black (marking pen)
20 pieces	Metal cortan (fastener)
30 pieces	Faster name pen 700 fine
10 packs	Parchment paper
500 pieces	Tagboard, long (100 pcs/pack) (folder)
5 bottles	Spray paint (color red)
5 bottles	Spray paint (color blue)
200 pieces	Black, 0.5 mm needle tip, liquid/gel (signpen)
5 units	7" good quality (scissor)
2 units	Money counterfeit device, heavy duty
5 units	Archive, vertical (folder)
15 units	Heavy duty, all purpose (cutter)
300 pieces	Correction tape, roller type
100 box	Vinyl, coated, jumbo clip
50 pieces	AA heavy duty battery
10 pieces	Certificate frame 8511 (A4)
10 pieces	Time stamping ribbon
3 piece	Calculator
5 packs	Photopaper
3 pieces	Green morocco paper
2 pieces	Hard drive (1 terabyte)
5 reams	Bond paper (8.5 x 13)
15 pieces	Filebox
3 pieces	Flash drive (16GB)
5 reams	Bond paper (short)
	TERMS AND CONDITIONS:
WARRANTY	
DELIVERY	