


**PHILIPPINE PORTS AUTHORITY  
Administrative Section  
REQUEST FOR PRICE QUOTATION**

Date : 14-Feb-24  
Quotation No. : 2024-003

<b>Company Name</b>	
<b>Address &amp; Tel. No.</b>	
<b>TIN</b>	VAT/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 10 calendar days. The total Approved Budget for the Contract (ABC) for this procurement is **ONE HUNDRED SIXTY ONE THOUSAND NINE HUNDRED SIXTEEN PESOS ONLY & 75/100 ONLY (Php 161,916.75)**, 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 (60) 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) Certified true copy of Valid and Current Mayor's Permit
    - b) Certified true copy of Valid and current PhilGEPS Registration

Item #	QTY	UNIT	ITEM & DESCRIPTION	UNIT COST	AMOUNT
1	10	rolls	Adding Machine Paper		
2	10	rolls	Adding Machine Ribbon, Black & Red double spool		
3	260	pcs	Ballpen , good quality (black 175, blue 75, 10 red)		
4	25	packs	Battery, AA, by 2's		
5	25	packs	Battery, AAA by 2's		
6	15	boxes	Binder Clip 2"		
7	15	boxes	Binder Clip 1/4"		
8	15	boxes	Binder Clip 3/4"		
9	9	boxes	Binder Clip 1"		
10	25	pcs	Binder, Ring 1" Black		
11	25	pcs	Binder, Ring 1 1/2" Black		
12	75	ream	Bondpaper, short, S-20		
13	75	ream	Bondpaper, long, S-20		
14	175	ream	Bondpaper, A4		
15	10	ream	A3, S-20, High Speed Premium		
16	4	pcs	Clearbook, long		
17	75	pcs	Correction Tape, 8m		
18	8	pcs	Cutter, big		
19	10	pcs	Dater		
20	15	rolls	Double Sided Tape w/o foam, small		
21	15	rolls	Double Sided Tape w/ foam, small		
22	100	pcs	DTR card		
23	50	pcs	Envelope, Brown, short, thick		
24	75	pcs	Envelope, Brown, Long, thick		
25	150	pcs	Envelope, expanding Long, 200lbs w/ garter		
26	1	pcs	Envelope, Mailing, Long, US (500pcs/box)		
27	15	boxes	Fastener, short, plastic, vinyl		
28	5	boxes	Fastener, long, plastic		
29	30	pcs	Sliding Folder, long, Clear, (green or blue)		
30	30	pcs	Sliding Folder, short, Clear		
31	150	pcs	Folder, long, ordinary, US		
32	35	pcs	Folder, short, ordinary, US		
33	15	bottle	Glue, Elmer, 130 g		
34	15	pcs	Highlighter, Neon, yellow, orange		
35	50	pcs	Lamination Plastic, long		
36	15	rolls	Masking Tape, 1"		
37	7	pcs	Moistener		
38	15	rolls	Packaging Tape "2, Transparent		
39	1	pcs	Padding Glue, 1/2 kilo		
40	10	boxes	Paper, Clips jumbo		
41	15	boxes	Paper, Clips small		

42	24	pcs	Pencil, No. 2		
43	15	pcs	Pentel Pen, (black, blue)		
44	40	pcs	Photo Paper, A4		
45	350	pcs	Pressboard long, green, w/o tab, US		
46	2	pcs	Puncher , good quality, Big		
47	15	pcs	Record Book with paging		
48	2	boxes	Rubber Band (small)		
49	2	boxes	Rubber Band (big)		
50	10	pcs	Scissors, big and good quality		
51	25	rolls	Scotch Tape, 1"		
52	75	pcs	Signpen, Dong-A gel (60 black, 15 blue)		
53	25	packs	Special Paper		
54	3	pcs	Spring Binder (black) 1/2"		
55	3	pcs	Spring Binder (black) 1"		
56	3	pcs	Spring Binder (black) 1.5"		
57	10	pcs	Stamp pad Ink(purple)		
58	5	pcs	Stamp pad,big, 5 inches		
59	10	pcs	Stapler with remover		
60	20	boxes	Staplewire, No. 10		
61	75	boxes	Staplewire, No. 35		
62	10	packs	Sticker paper Long		
63	8	packs	Sticker paper short		
64	15	pads	Post it, 3"		
65	25	pcs	Sticky notes, sign here		
66	4	rolls	Tape, Duct, big, 2"		
67	4	rolls	Twine Plastic, big		
68	15	pcs	White Board Marker Blue		

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.