



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-122-2025

Name of Project : **Supply and Delivery of PPA Official ID Lanyard**

Approved Budget for the Contract : **₱ 990,500.00**

Deadline for Submission : **September 10, 2025**

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 Return and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor 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 PPA Official ID Lanyard

TECHNICAL SPECIFICATIONS			
Unit	Quantity	SPECIFICATIONS	Delivery Period*
Set	7000	PPA Official ID Lanyard Retractable reel with vertical double-sided transparent two-ID card holder	Shall be completed within seven (7) working days from receipt of Purchase Order.
Please see attached ID Lanyard specifications for reference.			
* For this project, the required number of days delivery is Seven (7) working days from receipt of Purchase Order to be indicated in the proposal/quotation			

Job Title : PPA Official ID Lanyard Retractable Reel with Vertical Double-Sided Transparent Two-ID Card Holder

Quantity : 7,000 sets

Specifications : ID Lanyard with Retractable Reel: (please see picture)

ID LANYARD	RETRACTABLE REEL
- Nylon Satin Finish material (1 Inch width/thick); with a maximum of 1 inch extension to the standard length. - Combination of Blue, Red, White (Color Codes same with the PH Flag) - With high quality materials of adjuster and detachable lock located at the top right side of the front of the ID Lanyard.	- High Quality Plastic material - Black color (Hex Code #000000) - Standard circumference to match the ID Lanyard's width. - with PPA North Star Logo inside of the reel. - with high quality black metal hook to hold the ID Holder.



ID Card Holder: (please see picture)

- High Quality Polypropylene
- Black color (Hex Code #000000)
- Can hold two (2) ID Cards
- Double-sided transparent (clamshell type)



Duration : 7 working days from receipt of Purchase Order

Others : To provide one (1) sample set before official production.

Submitted by:

MARIETTA I. GUERRERO
Manager, HRSD-HRMD

Approved by:

VICTORIA P. GORRE
Manager, HRMD

PPA NORTH STAR LOGO

Logo Fill (PPA North Star):
Pantone 655C

Logo Outer Outline:
Pantone 000C



Detachable

Stitched

PPA North Star only,
Slightly rotated to
the left

Stitched

PH Flag Color Codes shall be applicable for the following:

- 1) **LANYARD** color (BLUE, RED, WHITE)
- 2) **"PPA"** (in white stroke/outline) (RED text)
- 3) **"PHILIPPINE PORTS AUTHORITY"** (BLUE text)

PH Flag Color Codes

COLOR	CODES	
	PANTONE	HEX
1) BLUE	286	#0038A8
2) RED	186	#CE1126
3) WHITE	000C	#FFFFFF

PPA North Star only,
Enclosed in acrylic
cover

Stretchable

The **Globe**, inside the North Star, was divided into half represented by the following colors:

COLOR	CODES		REMARKS
	PANTONE	HEX	
1) BLUE	286	#0038A8	The color of the <u>half-left side</u> of the globe inside the North Star.
2) RED	186	#CE1126	The color of the <u>half-right side</u> of the globe inside the North Star.
3) WHITE	000C	#FFFFFF	The color of the triangle , six (6) boxes , and three (3) waves inside the North Star.
4) YELLOW	116	#FCD116	The color of the Sun and its three (3) rays inside the North Star.

VICTORIA P. GORRE
DEPARTMENT MANAGER, HRMD

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]