



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION

(Small Value Procurement)

ASD-122-2025

Name of Project : **Supply and Delivery of Office Supplies
(Inks and Cartridges)**

Approved Budget for the Contract : **₱ 887,794.67**

Deadline for Submission : **December 19, 2025
8:00 a.m. – 5:00 p.m.**

Please quote your best offer/quotation for the items described on the attached Specifications on or before the deadline for submission.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor, PPA Corporate Building Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent/submitted thru email or to any other departments/units will not be considered.

You are required to submit the following documents together with your signed quotation/offer:

1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Income/Business Tax Return
5. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

Failure to submit the above requirements during the opening of bids is a ground for the disqualification of the bidder.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor PPA Corporate Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone No. 7954-8800/8405-5500/
8527-8356 to 83 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 (Inks and Cartridges)

TECHNICAL SPECIFICATIONS

Unit	Quantity	SPECIFICATIONS	Delivery Period*
pc	340	Ink EPSON Bottle 664 BLACK	Shall be completed within seven (7) working days from receipt of Purchase Order.
pc	234	Ink Epson 003 BLACK	
SET	15	Ink Epson 008 Set	
cart	10	Ink Cartridge (HP Neverstop Laser 1000W) W1103AD (103a)	
set	5	Ink HP Office Jet 933XL	
pc	10	HP Laserjet 83A Black	
SET	5	Ink Brother LC 3617 Set	
pc	75	Ink Toner Brother BT5000 MAGENTA	
pc	75	Ink Toner Brother BT5000 YELLOW	
pc	75	Ink Toner Brother BT5000 CYAN	
pc	75	Ink Toner Brother BT D60, BLACK	
bot	4	Ink Toner 001 Magenta	
bot	4	Ink Toner 001 Cyan	
bot	4	Ink Toner 001 Yellow	
bot	4	Ink Toner 001 Black	
pc	20	HP Ink Tank, GT52 YELLOW	
pc	20	HP Ink Tank, GT52 CYAN	
pc	20	HP Ink Tank, GT52 MAGENTA	
pc	20	Ink, HP Smart Tank, GT53XL, Black	
cart	2	HP 201A Laserjet Toner Cartridge Black	
cart	2	HP 201A Laserjet Toner Cartridge Cyan	
cart	2	HP 201A Laserjet Toner Cartridge Magenta	
cart	2	HP 201A Laserjet Toner Cartridge Yellow	
pc	5	Samsung Xpress C430W (CLTC404S Cyan)	
pc	5	Samsung Xpress C430W (CLTK404S Black)	
pc	5	Samsung Xpress C430W (CLTM404S Magenta)	
pc	5	Samsung Xpress C430W (CLTY404S Yellow)	
cart	15	Toner Cartridge HP 83X (Black)	

* 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

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]