



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION (Small Value Procurement)

The **Philippine Ports Authority – PMO Bataan/Aurora** through its **Bids and Awards Committee**, intends to procure the **“RENTAL SERVICES OF MULTI-FUNCTION PHOTOCOPIER MACHINE OF PPA PMO-BATAAN/AURORA BASEPORT, LAMAO, LIMAY, BATAAN”** in accordance with Section 34 (Small Value Procurement) of the Implementing Rules and Regulations of RA 12009 or the New Government Procurement Act (NGPA). The Approved Budget for the Contract (ABC) is **One Peso and 50/100 (Php1.50)** per copy (VAT inclusive).

Please quote your **best offer** for the project described in **herein attached Terms of Reference (TOR)**, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than **October 15, 2026, 10:00 A.M.** addressed to the Chairman of Bids and Awards Committee, PMO-Bataan/Aurora – Port Operations Building, Port of Lamao, Limay, Bataan. Quotations shall be submitted in person to the BAC Secretariat or through email at bacpmobataan@yahoo.com.

Prospective bidders shall submit their duly signed RFQ together with the herein documents:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (OSS) (*NGPA Standard Form*) – prior to Award
4. Other requirements indicated in the Terms of Reference (TOR)

For any clarification, you may contact us at telephone no. (047) 633-1367 or email address at bacpmobataan@yahoo.com.


CHARMAINE B. SANCHEZ
Chairperson
Bids and Awards Committee

Date of Posting: October 12-15, 2026

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable)	
TIN:	
PhilGEPS Registration Number	

INSTRUCTIONS:

- (1) Accomplished this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Failure to follow these instructions will disqualify your entire quotation

Sir / Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS Suppliers must state "Comply" or any equivalent term in the column "Supplier's Statement of Compliance" against each of the individual parameters of each Specification.		
ITEM	TECHNICAL SPECIFICATIONS/ REQUIREMENTS	STATEMENT OF COMPLIANCE
1	Obligations of the Parties per attached Terms of Reference	
2	Documentary Requirements per attached Terms of Reference	
3	Effectivity: The agreement shall be for a period of twelve (12) months and shall take effect upon signing of the contract of both	
4	<u>Specification: (for Ground Floor Lobby)</u> One (1) Unit Photocopier Machine w/ service life of at least 3 years <u>Speed:</u> At least 42 pages per minute (ppm) <u>Print Resolution:</u> 1800 x 600dpi <u>Paper Tray/By Pass Tray:</u> Standard 1,150 sheets with an optional higher capacity <u>Paper Size:</u> Up to A3 (11" x 17") <u>Feeder:</u> Automatic Duplex unit (back to back copying) <u>Connectivity:</u> with USB Interface <u>Zoom Range:</u> 25-400% reduction/enlargement function	

5	<u>Specification: (for OPM, Admin, Baseport Terminal)</u> Three (3) Units Multi-function Photocopier Machine <u>Speed:</u> At least 30 pages per minute (ppm) <u>Print Resolution:</u> 2400 x 600dpi <u>Paper Tray:</u> 250 sheet capacity adjustable tray <u>Paper Size:</u> A4 to Legal (11" x 14") copy size Printer/Scanner: Print, Scan and Copy (A4 to Legal) paper size capability <u>Feeder:</u> Automatic Document Feeder <u>Connectivity:</u> Ethernet, USB, Wifi <u>Zoom Range:</u> 25-400% reduction/enlargement function	
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APPROVED BUDGET FOR THE CONTRACT	OFFERED QUOTATION
Php 1.50 per copy	In words:
	In figures:

*The above quoted prices are inclusive of all costs and applicable taxes

<u>Payment Details:</u>	
Banking Instruction	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS

1. Suppliers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirement specified in the Technical Specifications.
8. PPA-PMO Bataan/Aurora shall have the right to inspect and/or to test the goods to confirm their conformity to the Technical Specifications.
9. In case two or more suppliers are determined to have submitted the Lowest Calculated Quotation/Lowest and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular No. 06-2005.
10. Payment shall be processed after delivery and upon submission of the required supporting documents in accordance with the existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PMO, at its option, may rescind the contract once the cumulative amount of liquidated damaged, reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es