



REQUEST FOR QUOTATION

Date: 05 March 2026
RFQ No.: RFQ-AD-2026-008

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No. _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB)** through its Bids and Awards Committee (BAC), will undertake the procurement of **PRINTING SERVICES** with an Approved Budget for the Contract of **Fifty Thousand Pesos (Php 50,000.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Award Committee (BAC) Chairperson and to the given address below, on or before **9:00 AM of 11 March 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

Interested service provider **SHALL ALSO SUBMIT A COPY OF THE FOLLOWING DOCUMENTS ALONG WITH THE QUOTATION** on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business permit**
- b. **PhilGEPS Registration Number (Platinum or Red Registration)**
- c. **Notarized Omnibus Sworn Statement**, Original Notarize Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-
- d. **Duly conformed Terms of Reference (Annex "A")**

The Head of the Procuring Entity (HoPE) of the Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB) reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact Ms. Joemalyn R. Abarquez, Head of BAC Secretariat at (043)723-0164 or send email to pmobatangasbacsec@gmail.com



ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the FRQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provision including manifesting on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **ALL technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at pmobatangasbacsec@gmail.com
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PMO Batangas-Bids and Awards Committee shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA-PMOB. The delivery of the items/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA-PMOB may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I / we submit our quotation/s for the item/s as follows:

PRINTING SERVICES			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”) for each requirement/specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
Scope of Works			
1. Printing and delivery of the following Tarpaulins. The layouts and design on which the expected output shall be provided by the end-user:			
National Women’s Month- 8ft. x 4ft. 5ft. x 3ft.	2 4		
Oplan Byaheng Ayos: Semana Santa and Summer Vacation - 8ft. x 4ft. 4ft. x 2ft. 5ft. x 3ft.	1 1 7		
Oplan Byaheng Ayos: Balik Eskwela 8ft. x 4ft. 4ft. x 2ft. 5ft. x 3ft.	1 1 7		
Oplan Byaheng Ayos: Undas 8ft. x 4ft. 4ft. x 2ft. 5ft. x 3ft.	1 1 7		
Oplan Byaheng Ayos: Pasko 8ft. x 4ft. 4ft. x 2ft. 5ft. x 3ft.	1 1 7		
Team Building and Wellness Program- 4ft. x 3ft.	2		
Quarterly National Earthquake Drill- 8ft. x 4ft.	7		
National Disaster Resilience Month- 6ft. x 4ft.	7		
IEC Material: Infographs on Segregation- 5ft. x 3ft.	9		
Maritime Week Tarpaulin - 8ft. x 4ft. 5ft. x 3ft.	1 7		
18 Day Campaign to End VAW (Tarpaulin) 5ft. x 3ft. 8ft. x 4ft.	7 1		
18 Day Campaign to End VAW (Posters) 5ft. x 3ft.	1		
Other Tarpaulin Printing Job- 10ft. x 5ft.	30		
Technical Requirements			
The tarpaulin shall be printed not later than one (1) week from the submission by the End-User of all required image/data or softcopy file to the printing company/person/entity. Submission may be earlier when time is of the essence subject to agreement of both parties	-	-	
The end-user may provide a digital/soft copy of the various layouts for printing as reference of the printing company/person/entity. No alterations/changes to the substance, consent and approval of the end-user.	-	-	
Performance Security To guarantee the faithful performance of the Winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms: Cash, certified check, cashier’s check, managers check, bank draft or irrevocable letter of credit – Five Percent (5%) Bank Guarantee- Five Percent (5%)	Select one (1) from the given options		

Surety Bond - Thirty Percent (30%)			
Contract Duration: Twelve (12) months			
<i>Note: Please see/refer to attached Terms of Reference for additional details (Annex "A")</i>			

PARAMETERS FOR PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the SERVICE PROVIDER of all its undertaking defined and provided for under this Terms of Reference (TOR), the Authority agrees to pay the amount prescribed on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the Statement of Account / Billing Statement;

The Billing Statement issued by the SERVICE PROVIDER shall be issued to PPA every 15th and 30th of the month and shall be settled by PPA after fifteen (15) calendar days upon receipt of the billing.

Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

In the event that PPA disputes any of the charges therein, it shall inform the SERVICE PROVIDER of such dispute within three (3) calendar days. The foregoing notwithstanding, PPA shall promptly pay the undisputed charges within fifteen (15) calendar days period specified above.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PRINTING SERVICES	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Fifty Thousand Pesos (Php 50,000.00)	In words:

	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

TERMS OF REFERENCE

Annex "A"

Printing of Various Tarpaulin of PPA, PMO Batangas

1. RATIONALE

This Terms of Reference (TOR) shall serve as guide to the interested qualified persons/entities/service-providers for the Printing of various Tarpaulin of PPA, PMO Batangas.

2. OBJECTIVE

To print various tarpaulins relevant to official activities of PPA, PMO Batangas.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Fifty Thousand Pesos (Php 50,000.00), Philippine Currency inclusive of VAT.**

4. SCOPE OF WORK

It includes the printing and delivery of the following Tarpaulin. The layouts and design on which the expected output shall be provided by the end-user.

Items and Specifications	Qty	Approximate Sizes
National Women's Month	2	8ft. x 4ft.
	4	5ft. x 3ft.
Oplan Byaheng Ayos: Semana Santa and Summer Vacation	1	8ft. x 4ft.
	1	4ft. x 2ft.
	7	5ft. x 3ft.
Oplan Byaheng Ayos: Balik Eskwela	1	8ft. x 4ft.
	1	4ft. x 2ft.
	7	5ft. x 3ft.
Oplan Byaheng Ayos: Undas	1	8ft. x 4ft.
	1	4ft. x 2ft.
	7	5ft. x 3ft.
Oplan Byaheng Ayos: Pasko	1	8ft. x 4ft.
	1	4ft. x 2ft.
	7	5ft. x 3ft.
Team Building and Wellness Program	2	4ft. x 3ft.
Quarterly National Earthquake Drill	7	8ft. x 4ft.
National Disaster Resilience Month	7	6ft. x 4ft.
IEC Material: Infographs on Segregation	9	5ft. x 3ft.
Maritime Week Tarpaulin	1	8ft. x 4ft.
	7	5ft. x 3ft.
18 Day Campaign to End VAW (Tarpaulin)	7	5ft. x 3ft.
	1	8ft. x 4ft.
18 Day Campaign to End VAW (Posters)	1	5ft. x 3ft.
Other Tarpaulin Printing Job	30	10ft. x 5ft.

5. TECHNICAL REQUIREMENTS

The tarpaulin shall be printed not later than one (1) week from the submission by the End-User of all required image/data or softcopy file to the printing company/person/entity. Submission may be earlier when time is of the essence subject to agreement of both parties.

The end-user may provide a digital/soft copy of the various layouts for printing as reference of the printing company/person/entity. No alterations/changes to the substance, consent and approval of the end-user.

6. DURATION OF CONTRACT

The duration of contract shall be of a period of twelve (12) months.

7. TERMS AND CONDITION

7.1 OBLIGATIONS AND RESPONSIBILITIES OF SERVICE PROVIDERS

- 7.1.1 The contractor shall carry out the printing request only after end-user has received and approved a sample of the printed work.
- 7.1.2 The contractor shall be responsible for the printing and delivery of requested materials and ensure the quality of the print version as approved by PPA.
- 7.1.3 The contractor shall be responsible for ensuring quality and the prescribed deadlines related to the print component. (as per table in financial proposal).
- 7.1.4 To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Security	Minimum Amount % of Total Contract Price
Check, Certified check, cashier's Check, Manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank Guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

8. PARAMETERS OF PAYMENT

- 8.1 For and in consideration of the full, satisfactory and faithful performance by the SERVICE PROVIDER of all its undertaking defined and provided for under this Terms of Reference (TOR), the Authority agrees to pay the amount prescribed on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the Statement of Account / Billing Statement;
- 8.2 The Billing Statement issued by the SERVICE PROVIDER shall be issued to PPA every 15th and 30th of the month and shall be settled by PPA after fifteen (15) calendar days upon receipt of the billing.
- 8.3 Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.
- 8.4 In the event that PPA disputes any of the charges therein, it shall inform the SERVICE PROVIDER of such dispute within three (3) calendar days. The foregoing notwithstanding, PPA shall promptly pay the undisputed charges within fifteen (15) calendar days period specified above.

9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Small Value Procurement in accordance with Sec. 31 of the IRR of R.A. 12009.

Recommending Approval:


MARGARITA EMELYN B. VILLAMOR
End-User / Division Manager A, Administrative Division

Approved by:


AURORA A. MENOZA
Port Manager

Conforme:

(Signature over Printed Name of
Authorized Signatory/Representative)