



REQUEST FOR QUOTATION

Date: 11 March 2026
RFQ No.: RFQ-AD-2026-007

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, **Procurement of Various Janitorial Supplies** with an Approved Budget for the Contract of **One Hundred Thirty One Thousand Nine Hundred Seventy Five Pesos (PHP 131,975.00)** 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 17 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-

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. RANGANIBAN
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. **Partial quotations will not be permitted; all items must be quoted in full.**
3. 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.
4. Price quotation/s must be valid for a period of **THIRTY (30) calendar days** from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. All delivered items shall be inspected by the PPA Inspection Team on the scheduled date and time at the **PPA Administration Building, PMO Batangas**. Delivery shall be acknowledged only upon verification that the items comply with the required technical specifications.
11. Payment shall be made through check. Processing of the same shall be upon delivery and submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
12. 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-PMO Batangas may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
13. 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.
14. 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:

Procurement of Various Janitorial Supplies				
Minimum Technical Specifications	Quantity	Unit	Bidder's Actual Offered Specifications/Brand	Statement of Compliance ("Comply" or "Not Comply") for each requirement/ specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
1. Bathroom Deodorizer (50g)	100	pcs		
2. Bleaching Liquid (500ml)	140	btl		
3. Dishwashing Liquid (1 L) bottle	150	btl		
4. Doormat (Rectangle)100% Brand New & Good Quality *Materials : Cotton, Cotton Expandex, Terry, Lacost fabric, etc.. *Size : 48x35cm / 38x58cm *Ramdom designs only [NO CHOOSING OF DESIGNS] *Shape : Rectangle *Absorbent doormat *Washable	50	pcs		
5. Garbage Bag Size: 11+11x24, Medium (100 pcs/pack) - The supplier shall supply products which is made of polyethylene (PE). - The PE should contain a minimum of 30% postconsumer material.	15	pack		
6. Garbage Bag Size: 13+13x32, Large (100 pcs/pack) - The supplier shall supply products which is made of polyethylene (PE). - The PE should contain a minimum of 30% postconsumer material.	15	pack		
7. Garbage Bag Size: 15+15x37, XL (100 pcs/pack) - The supplier shall supply products which is made of polyethylene (PE). - The PE should contain a minimum of 30% postconsumer material.	15	pack		
8. Liquid Declogger (500ml)	25	btl		
9. Mophead, All Cotton, Heavy Duty (#600G)	10	pcs		
10. Multi Purpose Cleaning Powder 1.1 kg - The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO). - The supplier shall supply products with adequate instructions for proper use and disposal.	80	pack		

11. Muriatic Acid (500ml)	60	btl		
12. Heavy Duty Scrubbing Pad (100mm x 75mm x 8mm)	50	pcs		
13. Heavy Duty Scrub Sponge Mini (100mmx75mmx8mm)	50	pcs		
14. Toilet Bowl Cleaner (1000 ml) - The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids. - The supplier shall supply products with adequate instructions for proper use and disposal.	80	btl		
15. Dust Pan (plastic) Base Front Width: 29cm, Back Width: 23cm, Handle Length: 60 cm (approx.)	10	pcs		
16. Disinfectant Multi Action Cleaner 800 ml LAVANDER	30	btl		
17. Sandpaper # 120	101	pcs		
18. Detergent Bar Soap 380 g	30	pcs		
19. Pranela 25.5 cm x 43 cm	50	pcs		
20. Extendable Plastic Handle Whisk/Broom 90cm-145 cm	10	pcs		

Delivery Period: Within FIFTEEN (15) days upon receipt of a written Notice to Proceed.

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.

Procurement of Various Janitorial Supplies		
Approved Budget for the Contract	Quantity/Unit	Total Offered Quotation (Inclusive of VAT)
One Hundred Thirty One Thousand Nine Hundred Seventy Five Pesos (PHP 131,975.00)	One (1) Lot	In words: _____ _____ _____ _____ _____ _____ _____ In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address