



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS **REQUEST FOR QUOTATION**

RFQ No. PG-ZAM-2026-03-011

Dated: March 02, 2026

The **Philippine Ports Authority, Port Management Office of Zamboanga, PPA, PMO-Zamboanga** through its Bids and Awards Committee (BAC), invites suppliers to submit price quotation for the Project **One (1) Lot Supply and Delivery of Various Regular Office Supplies Not-Available at PS-DBM for PPA, PMO-Zamboanga** with Approved Budget for the Contract of **Seven Hundred Thirty-One Thousand Seven Hundred Forty-One Pesos (Php 731,741.00)** through **Section 34-Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your quotation duly signed by your authorized representative not later than **March 26, 2026 @. 2:00PM.** at the Administrative Division, 2nd floor, RT Lim Boulevard, Zamboanga City and address to:

JEZREL J. GESULGON

Chairperson

PPA, PMO-ZAMBOANGA-BAC

RT. Lim Boulevard, Port Area, Zamboanga City

Tel No. 991-2037, local 111

Interested supplier provider shall also submit a copy of the Following documents along with the RFQ on or before specified deadline.

- **2026 Mayor's/Business Permit;**
- **PhilGEPS Registration Number/ Certificate of Platinum Membership**
- **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative.

The Head of Procuring Entity (HOPE) of PPA, PMO-Zamboanga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any Clarification, you may contact us at telephone no. (062) 991-2037 local 111 or email at pmozamboanga@ppa.com.ph

JEZREL J. GESULGON

Chairperson, PMO-ZAMBOANGA-BAC

PORT MANAGEMENT OFFICE - ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; 991-0650 TeleFax (062) 991-2360;

Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph

INTEGRATED MANAGEMENT SYSTEM





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INSTRUCTIONS

1. The PPA, PMO-Zamboanga shall validate whether it is entering into a contract with a technically, legally and financially capable supplier or contractor by requiring the submission of prescribed documentary documents.
2. Sealed Quotation together with documentary requirements shall be submitted before the above-mentioned deadline.
3. Do not alter the contents of this RFQ and Quotation Form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said quotation form, any erasure/s or interlineation/s shall be signed by the supplier/s.
4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

TERMS AND CONDITIONS

1. Accomplish this RFQ Form/Quotation form correctly and accurately.
2. Any interlineations, erasures, or over writing shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
3. All price quotations shall be valid for a period of Thirty (30) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Award of contract shall be made to the Lowest Calculated Quotation which complies the technical specifications, requirements and other terms and conditions stated herein.
6. The Item/s shall be delivered according to the requirements specified/ accepted offer of the bidder.
7. The procuring entity or its authorized representative shall have the right to inspect and/or test the goods, at no additional cost to the procuring entity, to verify their conformity with the technical specifications, in accordance with the provisions of the Generic Procurement Manual.
8. Liquidating damages equivalent to one-tenth of one (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA, PMO-Zamboanga may terminate the contract/PO once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
9. All transactions are subject to withholding of creditable Value Added Tax (VAT), and other applicable taxes and other charges as may be applicable under relevant laws, and regulations.
10. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA 12009 and its IRR.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, i.e., Billing Statement, Delivery receipt, by the supplier, in accordance with existing government accounting rules and regulations.
12. The RFQ, Purchase Order, TOR, and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

CONFORME:

Signature Over Printer Name of the
Supplier's Authorized Representative

Designation

PORT MANAGEMENT OFFICE - ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

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INTEGRATED MANAGEMENT SYSTEM



PRICE QUOTATION
2026-03-010

_____ ✓
Date

JEZREL J. GESULGON
Chairperson, PMO-Zamboanga
Philippine Ports Authority
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

Sir:
After having carefully read and accepted the Instructions and Terms and Conditions of this RFQ , I/We submit our Quotation/s for the items as follows:

Item	Description/Minimum Technical Specifications	Quantity	ABC Amount	Statement of Compliance (Please state' Comply" or "Not Comply" for each specification)	Offer Price per unit	Total Offered price per item
	Supply and Delivery of Various Regular Supplies Not-Available at PS-DBM for PPA, PMO-Zamboanga.	1LOT				
1	Ballpen Fine-Black, Good quality (50pcs/box)	12 Box	5,400.00			
2	Ballpen Fine-Blue, Good quality (50pcs/box)	12 Box	5,400.00			
3	Bond paper, A4 subs. 24; (A.products which are made out of raw materials from at least 50% recycled fibre' B.)supply paper which is at least Elementary Chlorine Free (ECF).)	1000 Reams	285,000.00			
4	Bond paper, Long subs. 24; (A.products which are made out of raw materials from at least 50% recycled fibre' B.)supply paper which is at least Elementary Chlorine Free (ECF).)	450 Reams	132,750.00			
5	Bond paper, cut into crosswise,size(half of A4 5.8 x 8.3 inches) subs. 20; (A.products which are made out of raw materials from at least 50% recycled fibre' B.)supply paper which is at least Elementary Chlorine Free (ECF).)	50 Reams	13,750.00			
6	Caution Tape,yellow (3" x 300mtrs)	8 Rolls	4,400.00			
7	Epson Ink 003 Black (Genuine)	30 Bottles	11,850.00			
8	Epson Ink 003 Cyan(Genuine)	5 Bottles	2,100.00			
9	Epson Ink 003 Magenta (Genuine)	12 Bottles	5,040.00			
10	Epson Ink 003 Yellow (Genuine)	15 Bottles	6,300.00			
11	Epson Ink 664 Black (Genuine)	15 Bottles	5,925.00			
12	Epson Ink 664 Cyan (Genuine)	15 Bottles	6,300.00			
13	Epson Ink 664 Yellow(Genuine)	15 Bottles	6,300.00			
14	Epson Ink 664 Magenta (Genuine)	15 Bottles	6,300.00			
15	Brother Ink BTD60BK (Genuine)	35 Bottles	14,000.00			
16	Brother Ink BT5000M(Genuine)	30 Bottles	12,750.00			
17	Brother Ink BT5000G (Genuine)	30 Bottles	12,750.00			
18	Brother Ink BT5000Y (Genuine)	30 Bottles	12,750.00			
19	Computer Paper, Continuos,2ply, 5 1/2 X 9 1/2 Subs.20	10 Boxes	17,800.00			
20	Correction Tape 10M	200 pieces	9,000.00			
21	Documentary Envelop, Brown A4 (500pcs/Box)	1,500 pieces	4,500.00			
22	Documentary Envelop, Brown Long (500pcs/Box)	1,500 pieces	5,250.00			
23	Double Sided Tape (1inch), 10M	30 Rolls	1,200.00			
24	Expanded Folder, Green Color- Long (100pcs/box)	1200 pieces	25,200.00			

25	Expanded Folder, Brown Color- Long with string garter (100pcs/box)	1000 pieces	19,500.00			
26	Folder Brown Color-Long (100pcs./Box)	600 Pieces	4,800.00			
27	Glue 130g (glue all,multipurpose glue)	20 Pieces	1,700.00			
28	Laminating Film 4" x 50" x 250 Microns	8 Rolls	6,000.00			
29	Laminating Film 9" x 50" x 250 Microns	8 Rolls	14,400.00			
30	Permanent Marker Broad-Black	100 pieces	4,000.00			
31	Permanent Marker Broad-Blue	50 pieces	2,000.00			
32	Packing Tape Brown (2" x 100mtrs)	50 Rolls	3,750.00			
33	Paper Clip-Jumbo, vinyl/plastic coated 50mm	60 Boxes	1,650.00			
34	Paper Clip-Jumbo, vinyl/plastic coated 33mm	60 Boxes	870.00			
35	Plastic Twin-Black or Gray color	10 Rolls	1,650.00			
36	Pencil, Lead/Graphite with erases (good quality)	50 pieces	700.00			
37	Push Pins (100pcs/Box)	8 Boxes	336.00			
38	Record Book, 500 leaves 11" x 7" Blue color (A.products which are made out of raw materials from at least 50% recycled fibre' B.)supply paper which is at least Elementary Chlorine Free (ECF).)	25 pieces	3,000.00			
39	Record Book, 500 leaves 12.5" x 7.5" Red and Black cover stock No.85 (A.products which are made out of raw materials from at least 50% recycled fibre' B.)supply paper which is at least Elementary Chlorine Free (ECF).)	15 pieces	10,500.00			
40	Rubber Band- 350G Flat (Big/Jumbo)	12 Boxes	2,820.00			
41	Scissors,symmetrical/Asymmetrical 8"	15 pieces	1,125.00			
42	Scotch tape, 1" 80m	150 pieces	5,250.00			
43	Scotch tape, 1" 1000m	50 pieces	3,500.00			
44	G-Tech 0.5 (1doz./Box)	3 Boxes	2,400.00			
45	Specialty Paper, light yellow A4, (20sheets/pack)	30 Pack	4,050.00			
46	Stamp Pad 5"x 3"	25 pieces	1,375.00			
47	Stamp Pad Ink, purple 50ml	100 Bottles	3,000.00			
48	Typewriter Ribbon	15 pieces	975.00			
49	USB 16 GB (good quality)	20 pieces	8,000.00			
50	Stapler,No.35 heavy duty	25 pieces	12,375.00			
	TOTAL		₱ 731,741.00			

FINANCIAL OFFER

TOTAL OFFERED QUOTATION	In Words:
	In Figures:

Delivery Period:
Supplier shall delivery the items within Thirthy (30) calendar days upon receipt of Purchase Order from PPA- PMO-Zamboanga.
/

Signature Over Printed Name
(Authorized Representative/Owner)

Position/Designation

Name of Company

Email Address

Tel. No./CP No.

(NOTE: NEW FORM PLEASE COMPLY)

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. Select one, delete the others:

- If sole proprietorship: I am the sole proprietor or authorized representative of **[Name of Bidder]** with office address at **[Address of Bidder]**;
- If 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]**;
- If individual consultant not registered under a sole proprietorship, in case of Consulting Services: I am the individual consultant or authorized representative of **[Name of Bidder]** with office address at **[Address of Bidder]**;

2. Select one, delete the others:

- If 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 **One(1) Lot Supply and Delivery of Various Regular Supplies Not Available at PS-DBM for PPA, PMO-Zamboanga of the Philippine Ports Authority, PMO-Zamboanga** **[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]**;
 - If 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 **One(1) Lot Supply and Delivery of Various Regular Supplies Not Available at PS-DBM for PPA, PMO-Zamboanga of the Philippine Ports Authority, PMO-Zamboanga**, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;
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 others:

- **If sole proprietorship** : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - **If partnership** : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - **If cooperative**: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - **If corporation, or joint venture**: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- **In case of corporations**: *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - **In case of Foreign Bidders**: *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. ***[Name of Bidder]*** complies with existing labor laws and standards; and
9. ***[Name of Bidder]*** is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental Bid Bulletin(s) issued for the **One (1) Lot Supply and Delivery of Various Regular Supplies Not Available at PS-DBM for PPA, PMO-Zamboanga.**

10. **[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.
11. In case advance payment was made or given to **[Name of Bidder]**, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her ***[insert type of government identification card used]***, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.