



REQUEST FOR QUOTATION

Date: 03 September 2026
RFQ No.: RFQ-AD-2026-044

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), intends to procure the project, **Supply and Delivery of Various Semi-Expendable Machinery and Equipment not available in the DBM-PS for use of PMO Batangas and COA** with an Approved Budget for the Contract of **Three Hundred Twenty Eight Thousand Pesos (PHP 328,000.00)** 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 09 September 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN

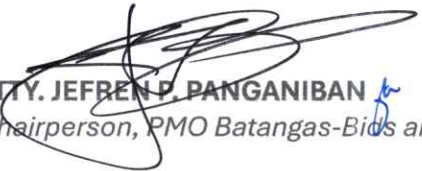
Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

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:

- PhilGEPS Organization ID**
- Mayor's/Business permit**
- 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- or by referring to **Annex "A"** for a copy.

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 the 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 RFQ, except when the latest version of the RFQ only pertains to deadline extension.
- (3) 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.
- (4) 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.
- (5) ALL technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (6) **Quotations in a sealed envelope may be submitted through mail/courier or hand carried to the PMOB-BAC at the Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City; and**
- (7) 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:

Supply and Delivery of Various Semi-Expendable Machinery and Equipment not available in the DBM-PS for use of PMO Batangas and COA					
Approved Budget for the Contract: Three Hundred Twenty Eight Thousand Pesos (PHP 328,000.00)					
Minimum Technical Specifications	Quantity /Unit (A)	Offered Price per Unit (B)	Total Offered price per Unit (A x B)	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					
Supply and Delivery of Various Semi-Expendable Machinery and Equipment not available in the DBM-PS for use of PMO Batangas and COA					
1. Portable Trolley Speaker (Please see attached Technical Specifications)	1 unit				
2. Paper Shredder Heavy Duty (Please see attached Technical Specifications)	2 units				
3. Amplifier (Sakura AV737) (Please see attached Technical Specifications)	1 unit				
4. Printer Epson LQ310 Dot Matrix (Please see attached Technical Specifications)	2 units				
5. Fingerprint with Facial Recognition (Please see attached Technical Specifications)	3 units				
6. Wall Clock 14.5in (Please see attached Technical Specifications)	2 units				
7. Industrial Stand Fan (Please see attached Technical Specifications)	2 units				
8. Wall Clock 16.5in (Please see attached Technical Specifications)	2 units				
9. Printer-Colored (Print, Scan Copy with ADP) (Please see attached Technical Specifications)	1 unit				
10. Stand Fan (Please see attached Technical Specifications)	2 units				
Total Offered Quotation			In words:		
			In figures:		
Delivery Period: Within FIFTEEN (15) days upon receipt of a written Notice to Proceed.					

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

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 *[Project Title]* of the *[Name of the Procuring Entity]* *[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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant 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), 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 *[Project Title]*.
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 _____.

TECHNICAL SPECIFICATIONS

Item No.	Qty.	Unit	Items and Specifications	Amount	
				Price	Total
1	1	unit	<u>PORTABLE TROLLEY SPEAKER</u> SPECIFICATION: *Active Portable Trolley Speaker *600W Max Power *Bluetooth+TWS *USB and SD Playback *FM Radio *Line-In and Line-Out *2 Guitar Input *2 Wired Mic Input *180 Channels *Mic Priority *High Quality Lead Acid 12ah Battery *12V Dc Input *Dimension (LxWxH):36.5x40x67.5 cm *1 Year Warranty	25,000.00	25,000.00
2	2	unit	<u>PAPER SHREDDER HEAVY DUTY</u> SPECIFICATION: *Auto start and stop / *Auto reverse prevents paper jams *Thermal overload protection / *Safety cut-out on bin removal *Accepts clips, staples, credit cards and CDs with caster *Sheet capacity: 9 sheet (min) / *Shred speed (mpm):3.5 / Throat width (mm):220 *Bin Capacity: 20 liters (min) / *Power: 180W	27,000.00	54,000.00
3	1	unit	<u>AMPLIFIER (SAKURA AV737)</u> SPECIFICATION: *Stereo Mixing Amplifiers *1400w x 2, 2 Channel *5 Microphone Input, MPR Input *Built-in 4" Fan / *Pitch Control *Digital Echo Delay & Repeat Control *Music, Microphone Volume Independent Control *Kinds of Output: Rec Out, Line Out	15,640.00	15,640.00
4	2	unit	<u>PRINTER EPSON LQ 310 DOT MATRIX</u> SPECIFICATION: *Print Method: Impact dot matrix / *Control Panel: 4 switches and 5 LEDs *Print Direction:Bi-direction with logic seeking / *Number of Pins in Head:24 pins *Control Code:ESC/P2 and IBM PPDS emulation / *High Speed Draft: 10cpi: 347 cps 12cpi: 416 cps *Draft:10cpi: 260 cps/12cpi: 312 cps/15cpi: 390 cps/(Condensed) 17cpi: 222 cps/(Condensed) 20cpi: 260 cps	23,200.00	46,400.00
5	3	unit	*Letter Quality:10cpi: 86 cps/12cpi: 103 cps/15cpi: 129 cps/(Condensed) 17cpi: 147 cps/(Condensed) 20cpi: 172 cps *MTBF:Approx. 10,000 POH (25% Duty) / *Printhead Life:Approx. 400 million strokes/wire *Mean Print Volume Between Failure (MVBF):Approx. 20 million lines (Except print head) *Narrow carriage 24-pin SIDM/High 416 CPS print speed at 12CPI/10,000 power on hour MTBF/USB, Serial and Parallel ports <u>FINGERPRINT WITH FACIAL RECOGNITION</u> SPECIFICATION: *Fingerprint and facial recognition / *Minimum of 200,000 records capacity *Minimum 1,500 face capacity / *Minimum 1,500 fingerprint capacity *Download logs thru USB Flash Drive and Network *Software application included and can be run in windows 7 OS and later *Output for Daily Time Record Purposes of employees *Identification speed 0.5 to 1.0 secs / *Wall/desk mountable / *Has Administrative User Accounts <u>Note: If there is no software application included, must provide a biometric device for testing with our current software application (for compatibility testing)</u>	42,000.00	126,000.00

6	2	unit	<u>WALL CLOCK 14.5in</u>	1,500.00	3,000.00
			<u>Specifications:</u>		
			*14.5 Inch Modern Quartz / *Easy to read and install / *Lightweight		
7	2	unit	<u>INDUSTRIAL STAND FAN</u>	13,485.00	26,970.00
			*Superior heavy duty industrial stand fan		
			*26" (66cm) metal blade		
			*Motor: 250w / 3 speed / Fan speed: 1200 RPM		
			*Low noise / Adjustable height		
			*Adjustable panning / oscillation angle / Cast Iron base		
			*Warranty: All Electronic Board (PCB): 1 year		
			*Capacitor: 1 year / Fan Motor: 5 years / Fuse (TCO): 1 year)		
			(Switch: 1 year / Synchronous Motor: 1 year)		
8	2	unit	<u>WALL CLOCK 16.5</u>	1,995.00	3,990.00
			<u>Specifications:</u>		
			*14.5 Inch Modern Quartz / *Easy to read and install / *Lightweight		
9	1	unit	<u>PRINTER - COLORED (PRINT, SCAN, COPY WITH ADF)</u>	20,600.00	20,600.00
			SPECIFICATION:		
			*Print, Scan, Copy, Fax with ADF		
			*180 x 1 nozzles Black, 59 x 1 nozzles per colour (Black, Cyan, Magenta, Yellow)		
			*5760x1440 dpi maximum print resolution		
			*25-400% copying reduction/enlargement		
			*600x600 dpi maximum copy resolution		
			*Legal maximum copy size		
			*Flatbed colour image scanner		
			*1200x2400 dpi scanning optical resolution		
			*216x297 mm maximum scan area		
10	2	unit	<u>STAND FAN</u>	3,200.00	6,400.00
			SPECIFICATION:		
			*Blade Size: 18inches / *High performance motor / *Thermal Fuse Protection		
			*3 speed push button switch / *Round stable plastic base		
			*Easy height adjustment / *Tilting head with oscillation		
TOTAL					328,000.00