



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC), will undertake **procurement of regular or ordinary office supplies not available in the Department of Budget and Management-Procurement Service (DBM-PS) for use of PMO Batangas Cashier/Collecting Officers including TMOs** through **Shopping** in accordance with **Section 52.1(b) of the 2016 Revised IRR of RA 9184**. The details of the project are the following:

- a. Name of Project : **Supply/Delivery of Regular or Ordinary Office Supplies not available in the DBM-PS for use of PMO Batangas Cashier/Collecting Officers including TMOs**
- b. Reference No. : **BAC-BGS-004-C-2025**
- c. Approved Budget : **Php 306,000.00**
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ :
Specification

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	200	box	CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless, thickness - 0.062mm min. each sheet (1000 sheets per box) COLORED	1,530.00	306,000.00
TOTAL Amount (in Php)					306,000.00

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : Within **TEN (10)** days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.

2. The duly conformed **Technical Specifications (Annex "A")**, duly accomplished **Price Quotation Form (Annex "B")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid PhilGEPS Registration / Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 15 October 2025** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

Bids will be opened at 10:00 a.m. of the same date.

3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
8. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
10. For the information, you may contact BAC Secretariat Head at Telephone No. **(043) 723-0164**.


JERREN P. RANGANIBAN
Chairperson, PMOB-BAC

TECHNICAL SPECIFICATIONS

Item No.	Qty.	Unit	Items and Specifications
1	200	box	Continuous Form 4 Ply, 280 mm x 241 mm, carbonless, thickness - 0.062 mm min. each sheet (1000 sheet per box), Colored

Conforme:

Authorized Signatory/Representative

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Dear **Mr. Panganiban**,

We hereby submit our quotation for the procurement of the project, entitled: **Supply/Delivery of Regular or Ordinary Office Supplies not available in the DBM-PS for use of PMO Batangas Cashier/Collecting Officers including TMOs** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Quoted Amount (in Php)
1	200	box	CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless, thickness - 0.062mm min. each sheet (1000 sheets per box) COLORED		
TOTAL Amount (in Php)					

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

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address