BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

REQUEST FOR QUOTATION

Date: 04 November 2026
RFQ No.: RFQ-AD-2026-078

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 Medical Supplies and Materials for use of PMO Batangas** with an Approved Budget for the Contract of **Eighty Four Thousand Nine Hundred Ninety Nine Pesos (PHP 84,999.00)** 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 November 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. **PhilGEPS Organization ID**
b. **Valid Mayor's/Business permit**
a. **Notarized Omnibus Sworn Statement**
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. JEFRENN 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 Medical Supplies and Materials for use of PMO Batangas					
Approved Budget for the Contract: Eighty-Four Thousand Nine Hundred Ninety-Nine Pesos (PHP 84,999.00)					
Minimum Technical Specifications	**Quantity /Unit** ***(A)***	**Offered Price per Unit** ***(B)***	**Total Offered price per Unit** ***(A x B)***	**Bidder's Actual Offered Specifications**	**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 Medical Supplies and Materials for use of PMO Batangas					**1 LOT**
1. Analgesic 500mg (Branded, FDA approved)	**900 pcs**				
2. Phenylephrine HCl/Chlorphenamine Maleate (Branded, FDA approved)	**250 pcs**				
3. Antihistamine 10mg (Branded, FDA approved)	**355 pcs**				
4. Meclizine 25mg (Branded, FDA approved)	**150 pcs**				
5. Anti Diarrhea 2mg (Branded, FDA approved)	**445 pcs**				
6. Guaifenesin Softgel 200mg (Branded, FDA approved)	**300 pcs**				
7. Aspirin 80mg (Branded, FDA approved)	**150 pcs**				
8. Antibiotic 500mg (Branded, FDA approved)	**150 pcs**				
9. Antiseptic Towelettes/Wipes (Branded)	**5 packs**				
10. Antacid 10mg (Branded, FDA approved)	**100 pcs**				
11. Povidone-Iodine 60ml 10% solution (Branded, FDA approved)	**10 bots**				
12. Gauze Bandage, rolled, sterile, 2"x10 yards (Branded)	**10 rolls**				
13. Gauze Pad 4x4 (Branded, FDA approved)	**10 pcs**				
14. Eucalyptus Rub 50g (Branded)	**5 jars**				
15. Surgical Tape 1.25x5m (Branded)	**8 rolls**				
16. Face Mask disposable ear loop, 3 ply (50's) (Branded)	**25 boxes**				
17. Eyedrops 7.5ml (Branded, FDA approved)	**7 bots**				
18. Antibacterial Skin Ointment 10mg (Branded, FDA approved)	**3 bots**				
19. Methyl Salicylate/e-menthol/tocopherol acetate (Vitamin E) di-camphor/36mg/12mg/7.1mg patch (Branded)	**2 packs**				
20. Antispasmodic 20mg (Branded, FDA approved)	**51 pcs**				
21. Antihypertensive 10mg (Branded, FDA approved)	**150 pcs**				
22. Antiasthma 75mcg (Branded, FDA approved)	**80 pcs**				
23. Surgical Gloves (Branded)	**1 box**				

24. Mefenamic Acid 500mg (Branded, FDA approved)	**400 pcs**				
Total Offered Quotation			In words: _____ _____ _____ _____ _____ _____ In figures: _____		
Delivery Period: Within TEN (10) days upon receipt of a written Notice to Proceed.					

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email Address

TECHNICAL SPECIFICATIONS

Item No.	Qty.	Unit	Items and Specifications	COST	AMOUNT
1	900	pcs	Analgesic 500 mg (Branded, FDA Approved)	8.00	7,200.00
2	400	pcs	Mefenamic Acid 500mg (Branded, FDA Approved)	66.00	26,400.00
3	355	pcs	Antihestamine 10mg (Branded, FDA Approved)	16.00	5,680.00
4	150	pcs	Meclizine 25 mg (Branded, FDA Approved)	25.00	3,750.00
5	445	pcs	Anti Diarrhea 2 mg (Branded, FDA Approved)	9.00	4,005.00
6	300	pcs	Guafenesin Softgel 200 mg (Branded, FDA Approved)	19.00	5,700.00
7	150	pcs	Aspirin 80 mg (Branded, FDA Approved)	7.00	1,050.00
8	150	pcs	Antibiotic 500mg (Branded, FDA Approved)	12.00	1,800.00
9	5	pack	Antiseptic Towelettes/Wipes (Branded)	228.00	1,140.00
10	100	pcs	Antacid 10 mg (Branded, FDA Approved)	28.00	2,800.00
11	10	btl	Povidone-Iodine 60ml 10% solution (Branded, FDA Approved)	260.00	2,600.00
12	10	roll	Gauze Bandage, rolled, sterile, 2" x 10 yards (Branded)	52.00	520.00
13	10	pcs	Gauze Pad 4 x 4 (Branded)	15.00	150.00
14	5	jar	Eucalyptus Rub, 50g (Branded)	335.00	1,675.00

15	8	roll	Surgical Tape 1.25 x 5m (Branded)	80.00	640.00
16	25	box	Face Mask disposable earloop, 3 ply (50's) (Branded)	85.00	2,125.00
17	7	btl	Eyedrops 7.5ml (Branded, FDA Approved)	170.00	1,190.00
18	3	btl	Antibacterial Skin Oinment 10mg (Branded, FDA Approved)	660.00	1,980.00
19	2	pack	Methyl Salicylate / e-menthol/ tocopherol acetate (Vitamin E) di-camphor/36mg/33mg/12mg/7.1 mg patch (Branded)	195.00	390.00
20	51	pcs	Antispamodic 20 mg (Branded, FDA Approved)	54.00	2,754.00
21	150	pcs	Antihypertensive 10 mg (Branded, FDA Approved)	9.00	1,350.00
22	80	pcs	Antiasthma 75 mcg (Branded, FDA Approved)	60.00	4,800.00
23	1	box	Surgical Gloves (Branded)	1,300.00	1,300.00
24	250	pcs	Phenylephrine HCl/ Chlorphenamine Maleate (Branded, FDA Approved)	16.00	4,000.00

Annex "A"

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 _____.