

REQUEST FOR QUOTATION



1. The Philippine Ports Authority – Port Management Office of Palawan through its PMO-Palawan Bids and Award Committee (PMO-PALAWAN-BAC) will undertake Supply of Courier Services for Baseport, PMO-Palawan for calendar year 2026 in accordance with Section 53.9 Small Value Procurement, of the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- | | |
|----------------------|--|
| a. Name of Project | Supply of Courier Services for Baseport, PMO-Palawan for calendar year 2026. |
| b. Brief Description | To ensure provision of courier services within the province of Palawan and other parts of the country. |
| c. Source of Fund | PPA Corporate Operating Budget |

2. Interested service providers are requested to submit their shipping rates together with CERTIFIED COPY of the following documents:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Certificate or PhilGEPS Registration Number
3. Notarized Omnibus Sworn Statement

Non-submission of any of the above required documents shall be a ground for disqualification.

3. All quotations may be submitted by mail, courier or hand carried on or before January 15, 2026 before 12:00 NN. at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City addresses to:

ERWIN S. GATPANDAN

Chairperson

PMO Palawan Bids and Awards Committee

PPA, PMO-PALAWAN

4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) for VAT registered suppliers and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations.
5. The Authorized Representative must sign the conformed of the Terms of Reference of this RFQ.
6. 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.
7. The project shall be awarded to the supplier determined to have submitted the complete documents and lowest quotation or the single quotation in case of lone supplier.
8. Prospective supplier shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, corporations, 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 citizens of the Philippines.

9. PPA-PLW reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
10. For information, you may contact Ms. Mariza O. Nallana, Head BAC Secretariat at Telephone No. (048) 434-5321 or Ms. Meriel S. Dolor, Procurement Officer B at Telephone No. (048)433-0356.



ERWIN S. GATPANDAN
Chairperson
PMO-PALAWAN BAC

PRICE QUOTATION FORM

Date : _____

ERWIN S. GATPANDAN
Chairperson
Bids and Awards Committee for the Procurement of Goods and Consultancy
Services and Engineering Projects (PMO-PALAWAN BAC)
Port Management Office of Palawan
Philippine Ports Authority
PPA Administration Building
Port Area, Puerto Princesa City

Dear Mr. Gatpandan,

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the project entitled "Supply of Courier Services for Baseport, PMO Palawan for calendar year 2026", we hereby submit our proposal corresponding to your requirements.

Size/ Weight	Fee

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

Very truly yours,

Name/Position/Signature of Representative

Name of Company

Company Address

Contact Number

Email Address

TERMS OF REFERENCE

Supply of Courier Services for Baseport, PMO-Palawan for calendar year 2026

1. RATIONALE

This Terms of Reference (TOR) shall serve as guide to the parties interested in rendering courier service for Baseport, PMO-Palawan for calendar year 2026.

2. OBJECTIVES

- 2.1. To ensure faster, efficient, timely, continuous and secure delivery of official and valuable documents and other materials courier service for Baseport, PMO Palawan;
- 2.2. To engage the service of a competent service provider to render courier service for Baseport, PMO Palawan for calendar year 2026 in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

3. AREAS OF COVERAGE

- 3.1. Areas covered are as follows:
 - a. Province wide – from PPA PMO-Palawan going to various areas of the Province;
 - b. Metro Manila – from PPA PMO-Palawan going to various areas in Metro Manila; and
 - c. Outside Metro Manila - from PPA PMO-Palawan going to various areas in the Philippines (Luzon, Visayas and Mindanao).

4. PAYMENT

- 4.1. Payment shall be made every end of the month or ten (10) calendar days after the receipt of monthly billing;
- 4.2. Payments to the winning offeror shall be based on the actual/exact total weight of delivered documents/cargoes up to two (2) decimal points, or the approved minimum weight, whichever is applicable, and to be multiplied by the all-in rate/s offered by the offeror during the submission of quotation;

The ABC is expendable for one year, unless sooner depleted. In which case, contract may be amended or supplemented pursuant to Annex "D" (Contract Implementation Guidelines for the Procurement of Goods, Supplies and Materials) of RA 9184. All offers received in excess of the ABC per item shall be rejected outright as non-responsive; and

- 4.3. In case of increase in price during the duration of the contract, the supplier must inform PPA in writing at least a week before its implementation.

5. TERMS AND CONDITIONS

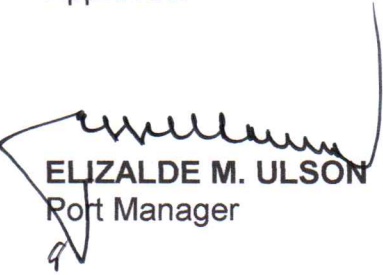
- 5.1. The render of services will start on January until December 2026;
- 5.2. The service provider must observe extraordinary diligence in handling and delivering documents or supplies. The supplier's accountability and responsibility of the shipment shall continue until the document or supply is received in good condition;
- 5.3. The Service Provider must strictly implement the guidelines under Republic Act 10173 "Data Privacy Act";
- 5.4. The Service Provider must provide billing statements or invoices with attached transaction WAYBILL every end of the month, and must be consistent during the period of the contract;
- 5.5. The Service Provider acknowledges the full responsibility to complete the service in good condition, therefore assumes the obligation to adopt the most efficient method and techniques of rendering the Service, even in cases of emergency and disaster; and
- 5.6. The Service Provider must agree to pay surcharges/penalties in case of failure to deliver the parcels on time.

Recommending Approval:


GEMMA B. YBAÑEZ

End- User/OIC- Administrative Division

Approved:


ELIZALDE M. ULSON
Port Manager

5. _____ (Name of Bidder) is authorizing the Head of the Procuring Entity or its duly authorized representative (s) to verify all the documents submitted;

(If a sole proprietorship)

6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group (TWG) and the BAC Secretariat, or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree;

(If a partnership, corporation, cooperative or joint venture) :

6. None of the Officers, directors, and controlling stockholders of _____ (Name of Bidder) is related to the Head of the Procuring Entity, members of the Bids and Committee (BAC), the BAC Secretariat, the Technical working Group (TWG) or the end-user and the project consultants by consanguinity or affinity up to the third civil degree ;

7. _____ (Name of Bidder) complies with existing labor laws and standards; and

8. _____ (Name of Bidder) is aware of and has undertaken the following responsibilities as a Bidder :

- a. Carefully examine all the 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 _____ (name of project).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2026 _____ at Puerto Princesa City, Philippines.

(Affiant/Bidder's Representative/Authorized Signatory
SUBSCRIBED AND SWORN to before me this _____ day of _____, 2026, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____.

NOTARY PUBLIC
Until

Doc. No. _____
Page No. _____
Book No. _____
Series of _____