

REQUEST FOR QUOTATION

1. The Philippine Ports Authority – Port Management Office of Palawan (PPA-PLW) through its PMO-Palawan Bids and Award Committee for the Procurement of Goods and Consultancy Services and Engineering Projects (PMO-PALAWAN-BAC) will undertake procurement of Supply of Photocopying, Printing, Riso, Laminating and Binding Services for Baseport and Special Takeover Units (STUs), 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 Photocopying, Printing, Riso, Laminating and Binding Services for Baseport and Special Takeover Units (STUs), PMO-Palawan for calendar year 2026.
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b. Source of Fund	PPA Corporate Operating Budget
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2. The duly accomplished Price Quotation Form (Annex "A") and Omnibus Sworn Statement Form (Annex "B") together with CERTIFIED COPY of the following documents must be placed in sealed envelope and submitted in accordance with Item No.3 hereof:

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 until 12:00 NN at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City addressed to:

ERWIN S. GATPANDAN

Chairperson,
PMO Palawan Bids and Awards Committee
PPA, PMO-PALAWAN

4. All transactions are subject to withholding of creditable Value Added tax (VAT) per Revenue Regulations No. 10-93. Bid 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 initialled 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 & Consultancy
Services and Engineering Projects (PMO-PALAWAN BAC)
PPA, PMO- Palawan
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 "Photocopying, Printing, Riso, Laminating and Binding Services for CY 2026", we hereby submit our proposal corresponding to your requirements.

Item Description	Quoted Amount (in Pesos)
Photocopy 1. Legal 2. A4	
Printing 1. Legal (Colored) 2. Legal (Black) 3. A4 (Colored) 4. A4 (Black)	
Riso 1. Legal 2. A4	
Laminating	
Binding 1. Legal 2. A4	

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

PHOTOCOPYING, PRINTING, RISO, LAMINATING AND BINDING SERVICES FOR CY 2026

I. INTRODUCTION

The Philippine Ports Authority, PMO Palawan need to engage the services of a qualified printing firm that will provide the photocopying, printing, riso, laminating and binding of various documents of PMO Palawan and Special Takeover Units (STUs) for CY 2026.

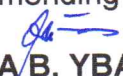
II. TERMS AND CONDITIONS

- a. The supplier must use high quality material in photocopying, printing, riso, laminating and binding of various documents of PMO Palawan and Special Takeover Units (STUs) ;
- b. The supplier must submit quotation that includes all taxes, duties and/or levies payable;
- c. The supplier must provide a monthly billing or statement of account;
- d. In case of increase in price during the duration of the contract, the supplier must inform PMO Palawan in writing at least a week before its implementation; and
- e. The supplier 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 including cases of emergency and disasters.

III. DURATION AND PAYMENT

- a. The contract shall take effect immediately and shall remain for a period of one (1) year, starting January to December 2026;
- b. Payment is based on actual consumption of the service and shall be made every month and/or ten (10) calendar days after the receipt of monthly billing;
- c. For and in consideration of the full, satisfactory and faithful performance by the SERVICE PROVIDER of all undertaking defined and provided for under this Terms of Reference (TOR), the CLIENT agrees to pay within ten (10) working days from the receipt of the Billing Statement the amount prescribed therein; and
- d. Any or all payment/s to be made shall be subject to existing accounting and auditing rules and regulations.

Recommending Approval:


GEMMA B. YBAÑEZ

End-User / OIC-Administrative Division

Approved:


ELIZALDE M. ULSON
Port Manager

OMNIBUS SWORN STATEMENT

I, _____, of legal age, _____, _____
(Name of Affiant) (Civil Status) (Nationality)

and residing at _____ after having been duly sworn in accordance with law, hereby depose and say :

(If a sole partnership) :

1. That I am _____ of the _____
(Designation) (Name of applicant firm/contractor)
 with office address at _____.

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

1. I am the duly authorized and designated representative of _____
 _____ with office address at _____
 _____.

(If a sole proprietorship) :

2. As the owner and sole proprietor of _____,
(Name of Bidder)
 have full power and authority to do, execute and perform any and all acts necessary to represent in the bidding for _____
(name of the Project)
 _____ of the Philippine Ports Authority, PMO-Palawan.

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

2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the _____ in the bidding as shown in the attached _____
(state title of attached documents showing proof of authorization (e.g.duly authorized Secretary's Certificate issued by the corporation or by the members of the joint venture):
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 Body.
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;

(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 _____