

# 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 Procurement of Tarpaulin Printing Services for 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 Tarpaulin Printing Services for Baseport, PMO-Palawan for calendar year 2026.

b. Source of Fund                      PPA Corporate Operating Budget

2. Interested service providers are requested to submit their printing 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 until 12:00 NN at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City.
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 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 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 Tarpaulin Printing Services for Baseport, PMO Palawan for calendar year 2026", we hereby submit our proposal corresponding to your requirements.

| Item Description | Price / Sq.Ft<br>13oz. |
|------------------|------------------------|
|                  |                        |
|                  |                        |
|                  |                        |

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

## Tarpaulin Printing Services for CY 2026

### I. INTRODUCTION

The Philippine Ports Authority, PMO Palawan need to engage services of a qualified printing firm that will supply the design, layout, and printing of various tarpaulins of PMO Palawan for CY 2026.

### II. TERMS AND CONDITIONS

- a. The supplier must use high quality print using 13oz. thick material;
- b. The supplier must submit quotation that includes all taxes, duties and/or levies payable;
- c. The supplier must replace any defective product at no cost;
- d. The supplier must provide a monthly billing or statement and payment shall be made ten (10) calendar days after the receipt of billing;
- e. 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
- f. 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, even in cases of emergency and disaster.

### 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; and
- c. All payments under this agreement shall be paid in check.

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 \_\_\_\_\_