



## REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

1. The Philippine Ports Authority – Port Management Officer of Palawan through its PMO Palawan Bids and Awards Committee (PMO-PALAWAN-BAC) will undertake procurement of Janitorial Supplies for 1st Quarter of CY2026, PMO Palawan in accordance with Section 53.9 Small Value Procurement of the Revised Implementing Rules and Regulations of Republic Act No. 9184.
2. Unless otherwise the Supplier has a registry file at PPA, all quotations must be accompanied with the following documents:
  1. Valid Mayor's/ Business Permit
  2. PhilGEPS Registration Certificate or Registration Number
  3. DTI/SEC Registration
  4. Certificate of Registration from BIR

Omnibus Sworn Statement (attached pro-forma) must be submitted together with the Request for Quotation.
3. All quotations may be submitted by mail, courier or hand carried on or before January 23, 2026 at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City from 8:00AM to 5:00 PM;
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 sixty (60) calendar days from the deadline of submissions of quotations;
5. Any interlineations, erasures or overwriting shall be valid if they are signed or initialled by the signatory or his/her duly authorized representative/s.;
5. The Purchase Order (PO) shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users;
6. Delivery period shall be in accordance with the number of days specified in the Purchase Order;
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 reached ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.

8. For further information, you may contact Ms. Mariza O. Nallana, BAC-PGS Head, Secretariat at Telefax (048) 434-4881 or Ms. Meriel S. Dolor, Procurement Officer B at Telephone No. (048)433-0356.

  
**MR. ERWIN S. GATPANDAN**

Chairperson

Bids and Awards Committee for the Procurement of Goods & Consultancy  
Services and Engineering Projects (PMO-PALAWAN BAC)  
PPA, PMO- Palawan

PRICE QUOTATION FORM

Date : \_\_\_\_\_

MR. 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 attached terms and conditions in the Request for Quotation (RFQ) , we hereby submit our proposal corresponding to your requirements.

| Qty | Unit  | ITEMS & SPECIFICATIONS                                       | UNIT PRICE | TOTAL |
|-----|-------|--------------------------------------------------------------|------------|-------|
| 30  | Tin   | Airfreshner, 320ml, lavender scent, eco-friendly             |            |       |
| 50  | pc    | Bathroom deodorizer without holder                           |            |       |
| 10  | pc    | Broom (walis tambo),plastic coated wooden handle, heavy duty |            |       |
| 10  | pc    | Broom (walis tingting), heavy duty                           |            |       |
| 5   | gal   | Bleach, colorsafe                                            |            |       |
| 40  | pack  | Detergent Powder, 1kg.eco friendly                           |            |       |
| 30  | pc    | Doormat, regular size, rectangle, cotton                     |            |       |
| 30  | roll  | Garbage Bag, Small, black,10pcs/roll, biodegradable          |            |       |
| 50  | roll  | Garbage Bag, Large, black, 20pcs/roll, biodegradable         |            |       |
| 60  | roll  | Garbage Bag, XXL, black, 10pcs/roll, biodegradable           |            |       |
| 20  | tin   | Insect killer spray, 500ml, eco-friendly                     |            |       |
| 15  | pair  | Kitchen Gloves, high quality                                 |            |       |
| 5   | Gal   | Liquid Hand Soap                                             |            |       |
| 20  | pc    | Soap Dispenser, plastic, 200ml                               |            |       |
| 20  | Pack  | Tissue Paper, 2ply, 24rolls/pack, eco-friendly               |            |       |
| 30  | roll  | Tissue Paper, 2ply, 200m/roll or equivalent, eco-friendly    |            |       |
| 30  | liter | Toilet bowl cleaner, all-purpose                             |            |       |

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

# 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 \_\_\_\_\_