

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 Office 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 27, 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
168	Pc	Ballpen, black, 0.5mm, retractable, ergo grip		
132	pc	Ballpen, blue, 0.5mm, retractable, ergo grip		
6	Pc	Battery size AA, 4s/pack, zero added mercury and cadium		
2	pc	Battery size AAA, 4s/pack, zero added mercury and cadium		
1	ream	Board Paper, Morocco, A4, 100s		
11	pack	Bundy Card, Model 9000 (100s) , Yokatta/red		
1	pack	Carbon film, long, blue, 100s		
2	pc	Cash box with lock and tray		
3	pc	Caution tape, 3" x 300meters, yellow and black		
14	box	Clip, bulldog, 3"(6's)		
11	Box	Clip, double, 2" (box of 12's)		
9	Box	Clip, double, 1" (box of 12's)		
9	Box	Clip, double, 1 5/8" (box of 12's)		
13	box	Clip, double, 3/4" (box of 12's)		
2	Pc	Clip board, long, with cover, plastic		
12	pc	Compact disk/DVD recordable with case, 4.7GB 16x120mins., with individual slim jewel case		
14	Pc	Correction Tape, 5mmx 6m min., non-toxic		
12	Pc	Cutter, big, all purpose		
11	tube	Cutter blade, big, 10s		
16	pc	Dated Stamp with mo.&yr.,latest		
7	Pc	Dater with "PAID"		
58	Pc	Empty Sack, 70kls.capacity		

108	Pc	Envelope, ordinary, long, brown		
20	pc	Envelope, ordinary, short, brown		
173	Pc	Envelope, expanding, long, Kraft		
1	Box	Envelope, mailing, long, white		
1	pc	Eraser, gum/rubber, small, pencil		
3	Pc	Fastener, metal, thick filing, 2.5"x 8" long		
14	Pc	Fastener, metal, 70mm, 50sets/box		
12	Pc	Fastener, plastic, 70mm, 50sets/box		
362	Pc	Folder, ordinary, long, 14pts., white		
396	Pc	Folder, press board, long, green		
47	pc	Folder stand/ Data File Box, Navy blue, long, non-collapsible		
13	Bot	Glue, all purpose, 130g		
20	Bot	Ink, Epson, T6641, black		
8	Bot	Ink, Epson, T6642, cyan		
8	Bot	Ink, Epson, T6643, magenta		
8	bot	Ink, Epson, T6644, yellow		
44	Bot	Ink, Epson, L3110, black, C13T00V100		
16	Bot	Ink, Epson, L3110, magenta, C13T00V300		
16	Bot	Ink, Epson, L3110, cyan, C13T00V200		
16	Bot	Ink, Epson, L3110, yellow, C13T00V400		
2	bot	Ink, Epson M200, black		
6	Bot	Ink, Brother MFC-T920DW, BT60 black		
3	Bot	Ink, Brother MFC-T920DW, BT60 magenta		
3	Bot	Ink, Brother MFC-T920DW, BT60 cyan		
3	bot	Ink, Brother MFC-T920DW, BT60 yellow		
1	Bot	Ink, wyteboard marker, black		
2	Bot	Ink, Permanent marker, black		
5	Bot	Ink, trodat printed date stamp, 4750		
11	Pc	Marker, fluorescent (green/yellow) (set of 2)		
13	Pc	Marker, permanent, black, fine		
16	Pc	Marker, permanent, black, broad		

6	Pc	Marker, permanent, blue, fine		
9	Pc	Marker, whiteboard, black		
2	pc	Marker, whiteboard, blue		
8	Box	Paper clip, vinyl coated, small		
9	Box	Paper clip, vinyl coated, big		
5	Pack	Paper, photo, A4, glossy, 180gsm		
62	Ream	Paper, sub.24, long, 80gsm, F4, multicopy		
62	Ream	Paper, sub.24, A4, 80gsm, multicopy		
35	Ream	Paper, sub.20, long, 70gsm, F4, multicopy		
35	Ream	Paper, sub.20, A4, 70gsm, multicopy		
1	ream	Paper, sub.24, A3, 80gsm, multicopy		
40	box	Paper, continuous form, 11x 9 1/2 (280x241m2), 3 ply, carbonless, short (invoice)		
22	pack	Paper sticker, A4, matte, inkjet friendly		
3	Pack	Parchment paper for certificate, A4, 250s/pack		
4	box	Pencil, Mongol #1, soft yellow		
7	pad	Post it paper (3"x 4")		
5	pc	Puncher, 2 holes with rubber protection pad, handle lock, automatic centering gauge 75A		
14	Pc	Philippine Flag, standard size, cotton		
7	pc	Push pin in a box		
8	Pc	Record Book, 200 pages, 7"x 11.25"		
3	Pc	Record Book, 300 pages, 7"x 11.25"		
3	pc	Record Book, 500 pages, 7"x 11.25"		
23	Pc	Record Book, 200 pages, official record book, 8.5"x 11"		
6	Pc	Record Book, 300 pages, official record book, 8.5"x 11"		
23	Pc	Record Book, 500 pages, official record book, 8.5"x 11"		
26	cart	Ribbon cartridge, LQ310 (SO 15639)		
3	cart	Ribbon, bundy clock, Starpoint T8		
2	cart	Ribbon, bundy clock, Iwata 2CRH		

1	cart	Ribbon, bundy clock, Comix MT620		
2	cart	Ribbon, bundy clock, Needtek TS-350		
2	Box	Rubber band, big		
3	Box	Rubber band, small		
5	Pc	Ruler, plastic, 12"		
2	Pc	Scissor, 8" long, ergonomic handle, all purpose		
30	Pc	Sign pen, blue V7RT, Hi-techpoint, 0.7mm		
49	Pc	Sign pen, black V7RT, Hi-techpoint, 0.7mm		
49	Pc	Sign pen, blue, (Gel Pen), 0.5mm		
46	Pc	Sign pen, black, (Gel Pen), 0.5mm		
24	Pc	Sign pen, frixion clicker, black, retractable, 0.5mm		
19	Pack	Stick-on paper (for signature)		
23	Box	Staple wire no.35		
3	Box	Staple wire no.0013		
7	Pc	Stapler with remover no.35,heavy duty		
3	Pc	Stamp pad size pref. 2.20"x 3.54" or equiv.		
10	Pc	Stamp pad size pref. 2.63"x 4.17" or equiv.		
14	Pc	Stamp pad size pref. 3.42"x 5.63" or equiv.		
2	Bot	Stamp pad ink, 950ml, purple		
16	Bot	Stamp pad ink, 50cc, purple		
1	Roll	Stretch film cling wrap, 500mm, 550m, 20-23microns		
2	Roll	Tape, masking, 1"x 100m		
14	Roll	Tape, cellophane, 1"x 100m		
9	Roll	Tape, double sided with foam, 2"		
3	Roll	Tape, duct, 2"x 100m		
14	Roll	Tape, transparent, 2"x 100m		
22	Roll	Tape, packing, 2"x 100m, brown		
7	Pc	Tape, dispenser, table top (for 24mm width tape)		
31	Roll	Thermal paper, 80x50mm		

14	Roll	Twine Plastic, 1kl.		
4	roll	Waxed twisted corn (2mm)		

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 _____