

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 2nd 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. Approved Budget of the Contract (ABC) – P 245,715.00
4. All quotations may be submitted by mail, courier or hand carried on or before April 17, 2026 at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City from 8:00AM to 5:00 PM;
5. All quotations shall be inclusive of the applicable Value Added Tax (VAT) for VAT registered suppliers and shall be valid for a period of thirty (30) calendar days from the deadline of submissions of quotations;
6. Any interlineations, erasures or overwriting shall be valid if they are signed or initialled by the signatory or his/her duly authorized representative/s.;
7. 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;
8. Delivery period shall be in accordance with the number of days specified in the Purchase Order;
9. 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.

10. 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		
3	Pack	Bundy card, Model C9000 (100s), yokatta/red		
1	Pc	Calculator, JS-40, 14-digits, extra-large display, two-way power		
6	Roll	Caution tape, 3"x 300meters, yellow and black		
8	Box	Clip, double, 2" (box of 12's)		
6	Box	Clip, double, 1" (box of 12's)		
7	Box	Clip, double, 1 5/8" (box of 12's)		
16	Box	Clip, double, 3/4" (box of 12's)		
2	Pc	Clip board, long, without cover, plastic, PVC		
24	Pc	Correction tape, 5mmx6m min., non toxic		
2	Pc	Dater with "PAID"		
24	Pc	Empty sack, 70kls.capacity		
90	Pc	Envelope, ordinary, long, brown		
84	Pc	Envelope, expanding, long, Kraft		
3	Pc	Extension cord, 4 universal outlet with switch		
318	Pc	Folder, ordinary, long, 14pts., white		
426	Pc	Folder, press board, long, green		
36	Pc	Folder stand/ Data file box, navy blue, long, non-collapsible		
13	Bot	Ink, Epson, T6641, black, genuine		
6	Bot	Ink, Epson, T6642, cyan, genuine		
6	bot	Ink, Epson, T6643, magenta, genuine		

6	Bot	Ink, Epson, T6644, yellow, genuine		
51	bot	Ink, Epson L3110, black C13T00V100, genuine		
4	Bot	Ink, Epson L3110, magenta C13T00V300, genuine		
4	Bot	Ink, Epson L3110, cyan, C13T00V200, genuine		
4	Bot	Ink, Epson L3110, yellow, C13T00V400, genuine		
8	Bot	Ink, Brother MFC-T920DW, BTD60, black, genuine		
4	Bot	Ink, Brother MFC-T920DW, BTD60, magenta, genuine		
4	Bot	Ink, Brother MFC-T920DW, BTD60, cyan, genuine		
4	Bot	Ink, Brother MFC-T920DW, BTD60, yellow, genuine		
5	Set	Keyboard & mouse, USB wired, full size keyboard with numeric pad		
1	Ream	Laminating Film, 222mmx337mmx250microns (100s)		
5	Pc	Marker, permanent, black, fine		
8	Pc	Marker, permanent, black, broad		
3	Pc	Marker, whiteboard, black		
4	Pack	Paper, specialty, 200gsm, long, 10s		
3	Pack	Paper, photo, A4, glossy, 180gsm		
57	Ream	Paper, sub.24, long, 80gsm, F4, multicopy, made out of raw materials at least 50% recycled fibre, elementary chlorine free (ECF)		
57	Ream	Paper, sub.24, A4, 80gsm, multicopy, made out of raw materials at least 50% recycled fiber, elementary chlorine free (ECF)		
35	Ream	Paper, sub.20, long, 70gsm, F4, multicopy, made out of raw materials at least 50% recycled fiber, elementary chlorine free (ECF)		
35	Ream	Paper, sub.20, A4, 70gsm, multicopy, made out of raw materials at least 50% recycled fiber, elementary chlorine free (ECF)		
40	Box	Paper, continuous form, 11 x 9 1/2 (280x241m2), 3 ply, carbonless, short (invoice)		
15	pack	Paper, sticker, A4, glossy, inkjet friendly		
1	box	Pencil, mongol #1, soft yellow, 12's		
6	pad	Post it paper (3" x 4")		
42	pc	Philippine flag, standard size, cotton		
1	Box	Push pin		

12	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"		
10	Pc	Record book, 500 pages, official record book, 8.5" x 11"		
32	cart	Ribbon cartridge, LQ310 (SO 15639)		
2	cart	Ribbon, bundy clock, Starpoint T8		
11	cart	Ribbon, bundy clock, Iwata 2CRH		
14	cart	Ribbon, Time Stamping Machine, Needtek TS-350		
64	Pc	Sign pen, blue, V7RT, Hi-techpoint, 0.7mm		
88	Pc	Sign pen, black, V7RT, Hi-techpoint, 0.7mm		
120	Pc	Sign pen, blue, (Gel pen), 0.5mm		
120	Pc	Sign pen, black, (Gel pen), 0.5mm		
24	Pc	Sign pen, frixion clicker, black, retractable, 0.5mm		
30	Pack	Stick - on paper (for signature)		
60	Box	Staple wire no.35, heavy duty		
2	Box	Staple wire no.0013, heavy duty		
2	Pc	Stamp pad, size pref. 2.20" x 3.54" or equiv.		
3	Pc	Stamp pad, size pref. 2.63" x 4.17" or equiv.		
4	Pc	Stamp pad, size pref. 3.42" x 5.63" or equiv.		
6	Bot	Stamp pad ink, 950ml, purple		
6	Bot	Stamp pad ink, 50cc, purple		
2	roll	Stretch film cling wrap, 500mm, 550m, 20-23microns		
14	Roll	Tape, masking, 1" x 100m, high quality		
30	Roll	Tape, cellophane, 1" x 100m, high quality		
3	Roll	Tape, double sided with foam, 2", high quality		
2	Roll	Tape, duct, 2" x 100m, high quality		
12	Roll	Tape, transparent, 2" x 100m, high quality		
14	Roll	Tape, packing, 2" x 100m, brown, high quality		
350	roll	Thermal paper, 80 x 50mm		
12	roll	Twine, plastic, 1 kl., heavy duty		

1	roll	Waxed twisted cord (2mm), nylon		
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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 _____