

WEBSITE POSTING REQUEST FORM



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INFORMATION		File Copy
Name: (Last Name, First Name, Middle Name) Dolor, Meriel, Salazar		Date of Request: April 8, 2026
Requesting PMO/RC: PMO Palawan		Effectivity Date: April 8, 2026
☒ Posting ☐ Removal ☐ Update		
Purpose: Request for Quotation for the Procurement of Janitorial Supplies for 2 nd Quarter of CY2026 of PMO Palawan.		
Content: Procurement of Janitorial Supplies for 2 nd Quarter of CY2026 of PMO Palawan.		
Attachment: Request for Quotation, Price Quotation Form, Omnibus Sworn Statement		
Remarks:		
AUTHORIZATION		
Requested By: MERIEL S. DOLOR 4/8/26 Signature over printed name / Date Procurement officer B Position/Designation		Approved By: (RC Head) ELIZALDE M. ULSON Signature over printed name / Date Port Manager Position/Designation

Important Reminder:

The information contained herein should be kept confidential and should be used solely by the employee whose name appears above. Should you fail to comply or should the security of your login credentials be compromised, your account will be locked out until such time that security is restored.



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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 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 62,879.43

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
15	Tin	Airfreshner, 320ml, lavender scent, eco-friendly		
30	pc	Bathroom deodorizer without holder		
10	pc	Broom (walis tingting), heavy duty		
15	gal	Bleach, original, stain remover, whitening and disinfection		
20	Pc	Feather Duster, microfiber		
15	roll	Garbage Bag, Small, black, 10pcs/roll, biodegradable		
15	roll	Garbage Bag, Large, black, 20pcs/roll, biodegradable		
15	pair	Kitchen Gloves, rubber, large size high quality (please attached picture)		
20	Pc	Mop Head (head band size), white		
20	pc	Plastic Hand Brush, hard bristle		
15	pack	Sando Bag, large size, white, biodegradable (please indicate quantity per pack)		
30	pc	Scouring pad with foam, heavy duty		
20	pc	Soap Dispenser, plastic with pump, 200ml or equivalent		
30	Pack	Tissue Paper, 2ply, 24rolls/pack, raw materials made of 100% recycled fibre, elementary chlorine free (ECF)		

20	roll	Tissue Paper, 2ply, 200m/roll or equivalent, raw materials made of 100% recycled fibre, elementary chlorine free (ECF)		
10	Pc	Plunger, heavy duty		

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. _____
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Series of _____