

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 CY2025, 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 April 25, 2025 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
15	Tin	Airfreshner, 320ml, lavender scent, eco-friendly		
45	pc	Bathroom deodorizer without holder		
15	pc	Broom (walis tambo),plastic coated wooden handle, heavy duty		
10	pc	Broom (walis tingting), heavy duty		
30	pack	Detergent Powder, 1kg.eco friendly		
6	Pack	Dishwashing Liquid Kit (premium)		
15	pc	Doormat, regular size, rectangle, cotton		
30	roll	Garbage Bag, small, black,10pcs/roll, biodegradable		
30	roll	Garbage Bag, medium, black, 10pcs/roll, biodegradable		
30	roll	Garbage Bag, large, black, 20pcs/roll, biodegradable		
10	tin	Insect killer spray, 500ml, eco-friendly		
5	gal	Liquid Hand Soap		
10	pc	Mop Head (headband size), cotton		
15	Pc	Plastic Gallon Container-empty 1gal		
10	Pc	Plastic Hand Brush, heavy duty		
10	pc	Push brush with long handle, hard bristle, heavy duty		
20	Pack	Sando Bag, Medium, 100pcs/pack, white, biodegradable		
45	pc	Scouring pad with foam, heavy duty		
20	Pack	Tissue Paper, 2ply, 24rolls/pack, eco-friendly		
40	roll	Tissue Paper, 2ply, 200m/roll or equivalent, eco-friendly		
15	liter	Toilet bowl cleaner, all-purpose		
15	pc	Toilet Brush with holder, 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