

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 various office supplies for 3rd Quarter of CY2026, PMO Palawan in accordance with Section 34 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 July 20, 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 thirty (30) 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

RFQ NO.202600146

DATE

PURCHASE REQUEST NO.PUE-3347-26

Approved Budget for the Contract259,688.82

Mode of ProcurementSmall Value Procurement



REQUEST FOR QUOTATION

NAME OF COMPANY:

ADDRESS:

Please quote your best offer for the item/s listed below, subject to the **General Conditions** on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than _____

Item	Qty	Unit	Item/s and Description	Unit Price	Total Amount
1	168	pc	Ballpen, black, 0.5mm, retractable, ergo grip		
2	132	pc	Ballpen, blue, 0.5mm, retractable, ergo grip		
3	5	pack	Battery-size AA, 4s/pack		
4	2	pack	Battery-size AAA, 4s/pack		
5	1	ream	Board Paper, Morocco, A4, 100s		
6	7	pack	Bundy card, Model C9000 (100s), yokatta/red		
7	1	box	Carbon Film, long, blue,100s		
8	3	pc	Cash box with lock and tray		
9	6	box	Clip, double, 3" (box of 6's)		
10	11	box	Clip, double, 2" (box of 12's)		
11	6	box	Clip, double, 1" (box of 12's)		
12	6	box	Clip, double, 1 5/8" (box of 12's)		
13	11	box	Clip, double, 3/4" (box of 12's)		
14	30	pc	Correction tape, 5mmx6m min., non toxic		
15	2	pc	Dater with mo. & yr.,latest		
16	36	pc	Empty sack, 70kls.capacity		
17	300	pc	Envelope, ordinary, long, brown		
18	20	pc	Envelope, ordinary, short, brown		
19	76	pc	Envelope, expanding, long		
20	1	box	Envelope, mailing, long, white		
21	6	pc	Eraser gum/rubber, small		
22	2	pc	Eraser, whiteboard		
23	6	box	Fastener, metal, thick filing, 2.5"x 8" long		
24	17	box	Fastener, metal, 70mm, 50sets/box		
25	12	box	Fastener, plastic, 70mm, 50sets/box		
26	310	pc	Folder, ordinary, long, 14pts., white		
27	248	pc	Folder, press board, long,green		
28	49	pc	Folder stand/ Data file box, navy blue, long, non-collapsible		
29	7	bot	Glue, all purpose, 130g		
30	20	bot	Ink, Epson, T6641, black, genuine		
31	8	bot	Ink, Epson, T6642, cyan, genuine		

32	8	bot	Ink, Epson, T6643, magenta, genuine		
33	8	bot	Ink, Epson, T6644, yellow, genuine		
34	44	bot	Ink, Epson L3110, black C13T00V100, genuine		
35	16	bot	Ink, Epson L3110, magenta C13T00V300, genuine		
36	16	bot	Ink, Epson L3110, cyan, C13T00V200, genuine		
37	16	bot	Ink, Epson L3110, yellow, C13T00V400, genuine		
38	6	bot	Ink, Epson M1120, 005 black, genuine		
39	2	bot	Ink, Epson, M200, black, genuine		
40	6	bot	Ink, Brother MFC-T920DW, BT60, black, genuine		
41	3	bot	Ink, Brother MFC-T920DW, BT5000, magenta, genuine		
42	3	bot	Ink, Brother MFC-T920DW, BT5000, cyan, genuine		
43	3	bot	Ink, Brother MFC-T920DW, BT5000, yellow, genuine		
44	1	bot	Ink, Wyteboard marker, black		
45	24	pc	Marker, fluorescent (green/yellow)		
46	9	pc	Marker, permanent, black, fine		
47	14	pc	Marker, permanent, black, broad		
48	6	pc	Marker, permanent, blue, fine		
49	11	pc	Marker, whiteboard, black		
50	2	pc	Marker, whiteboard, blue		
51	9	box	Paper clip, vinyl coated, small		
52	6	box	Paper clip, vinyl coated, big		
53	4	pack	Paper, specialty, 200gsm, long, 10s		
54	100	ream	Paper, sub.24, long, 80gsm, F4, multicopy		
55	100	ream	Paper, sub.24, A4, 80gsm, multicopy		
56	35	ream	Paper, sub.20, long, 70gsm, F4, multicopy		
57	35	ream	Paper, sub.20, A4, 70gsm, multicopy		
58	1	ream	Paper, sub.24, A3, 80gsm, multicopy		
59	40	box	Paper, continuous form, 11 x 9 1/2 (280x241m2), 3 ply, carbonless, short (invoice)		
60	16	pack	Paper, sticker, A4, glossy, inkjet friendly		
61	2	box	Pencil, mongol #1, soft yellow, 12s/box		
62	3	pad	Post it paper (3" x 4")		
63	14	pc	Philippine flag, standard size, cotton		
64	1	pc	Puncher, 2 holes with rubber protection pad, handle lock, automatic centering gauge 75XL		
65	4	box	Push pin		
66	21	pc	Record book, 300 pages, official record book, 8.5" x 11"		
67	13	pc	Record book, 500 pages, official record book, 8.5" x 11"		
68	28	cart	Ribbon cartridge, LQ310 (SO 15639)		
69	3	cart	Ribbon, bundy clock, Starpoint T8		
70	11	cart	Ribbon, bundy clock, lwata 2CRH		
71	1	cart	Ribbon, bundy clock, Comix, MT620		

72	4	cart	Ribbon, Time Stamping Machine, Needtek TS-350		
73	12	pc	Ring Binder, 1/4" /6mm-30sheets		
74	12	pc	Ring Binder, 1/2" /12mm-110sheets		
75	12	pc	Ring Binder, 3/4" /19mm-170sheets		
76	12	pc	Ring Binder, 1" /25mm-220sheets		
77	10	box	Rubber band, big		
78	1	box	Rubber band, small		
79	4	pc	Ruler, plastic, 12"		
80	6	pc	Scissor, 8" long, ergonomic handle		
81	18	pc	Sign pen, blue, V7RT, Hi-techpoint, 0.7mm		
82	49	pc	Sign pen, black, V7RT, Hi-techpoint, 0.7mm		
83	49	pc	Sign pen, blue, (Gel pen), 0.5mm		
84	46	pc	Sign pen, black, (Gel pen), 0.5mm		
85	24	pc	Sign pen, frixion clicker, black, retractable, 0.5mm		
86	6	pack	Stick - on paper (for signature)		
87	88	box	Staple wire no.35		
88	2	pc	Stapler with remover, no.35		
89	3	pc	Stamp pad, size pref. 2.20" x 3.54" or equiv.		
90	4	pc	Stamp pad, size pref. 2.63" x 4.17" or equiv.		
91	6	pc	Stamp pad, size pref. 3.42" x 5.63"or equiv.		
92	3	bot	Stamp pad ink, 950ml, purple		
93	8	bot	Stamp pad ink, 50cc, purple		
94	1	roll	Stretch film cling wrap, 500mm, 550m, 20-23microns		
95	4	roll	Tape, masking, 1" x 100m		
96	12	roll	Tape, cellophane, 1" x 100m		
97	3	roll	Tape, double sided with foam, 2"		
98	2	roll	Tape, duct, 2"		
99	8	roll	Tape, transparent, 2" x 100m		
100	14	roll	Tape, packing, 2" x 100m, brown		
101	350	roll	Thermal paper, 80 x 50mm		
102	7	roll	Twine, plastic , 1 kl.		

After having carefully read and accepted your General Conditions, I / We quote you on the item/s at prices noted above.

Signature over Printed Name

Position/Designation

Contact Number

Date

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Comply this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Quotations with erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
4. Unless otherwise the Supplier has a registry file at PPA, all quotations must be accompanied with the following documents :
 - a. Valid Mayor's / Business Permit
 - b. PhilGEPS Registration Certificate or Registration Number
 - c. DTI/SEC Registration Certificate
 - d. BIR Registration Certificate
5. Submit duly notarized Omnibus Sworn Statement if awarded the PO/contract.
6. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
7. Price quotations shall be inclusive of all applicable taxes.
8. The P.O shall be awarded to the Most Economically Advantageous responsive Bid (MEARB), Most Advatageous Responsive Bid (MARB) or, at the discretion of the BAC whichever is **most advantageous to the government**. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
9. We deduct 2% tax for goods and 3% tax for services for Non-VAT Registered Suppliers and 6% tax for goods and 7% tax for services for VAT-Registered Suppliers
10. Delivery period shall be in accordance with number of days specified in the Purchase Order. In case of failure to make the full delivery within the time specified in the PO, a penalty of one-tenth (1/10) of one percent of the total value of the PO for each day of delay shall be imposed.
11. The P.O shall be awarded to the lowest calculated responsive bid.
12. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
13. Terms of payment within thirty (30) calendar days from date of acceptance.
14. The Procuring Entity may cancel ot terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
15. For further information, you may contact Ms. Mariza O. Nallana, Head BAC Secretariat at Telefax (048) 434-4881 or Ms. Meriel S. Dolor, Procurement Officer B at Telephone No. (048) 433-0356.


ERWIN S. GATPANDAN
Chairperson, PMO Palawan - BAC

	GOODS				SERVICES			
	EXPANDED W/TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR FORM 2307	5%	BIR FORM 2307	2%	BIR FORM 2307	5%	BIR FORM 2307
NON-VAT	1%	BIR FORM 2307	3%	BIR FORM 2307	2%	BIR FORM 2307	3%	BIR FORM 2307

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 _____