

REQUEST FOR QUOTATION

PHILIPPINE
PORTS
AUTHORITY



The Philippine Ports authority, Port Management Office of PMO-Panay/Guimaras (PPA, PMO-PNG) through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services and for Engineering Projects will undertake an Alternative Method of Procurement through
NP - Small Value in accordance with Section 34
of the New Government Procurement Act R.A. 12009.

Name of Project: Supply and Delivery of Various Office Supplies for 4th Quarter of CY 2026

Approved Budget : PHP 230,000.00
for the Contract

Deadline of Submission : SEPTEMBER 30, 2026 9:00 AM

Requirements:

- Please quote your best quotation in line with the attached specifications. (Annex A) Unless otherwise the Supplier has a registry file at PPA, PMO-PNG all quotations must be accompanied with the following documents:
 - Mayor's / Business Permit
 - PhilGeps Registration Certificate
 - BIR Certificate of Registration (Form 2303)
 - DTI or SEC Registration
 - Duly Signed and Notarized Omnibus Sworn Statement (For ABC's above Php 50,000.00)
 - Income / Business Tax Return (For ABC's above Php 500,000.00)
- All quotations shall be inclusive of all cost/s and applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations.
- Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative.
- Quotations shall be submitted to the BAC-Secretariat, PPA, PMO-Panay/Guimaras, Administration Bldg., Bldg., Brgy. Loboc, La Paz, Iloilo City 5000 or email at supplyunit.ppa.pmpng@gmail.com

For further information, please refer to:

The BAC Secretariat, PPA, PMO-Panay/Guimaras
Telephone Nos.: (033) 3377791 to 93 loc. 102

Very truly yours,


ENGR. ROBERT M. DALBUENA
Chairperson, Bids and Awards Committee

Date of Posting: SEPTEMBER 25-29, 2026

Reference

Quotation No.: 26-154
RIV No.: 26-09-543
PR No.: PNG -11147-26

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
	Supply and Delivery of Various Office Supplies for 4th Quarter of CY 2026					
1	A3 Bond paper		5	reams		
2	A4 Bond Paper 70gsm, S-20 -Elementary Chlorine Free and made of 50-100% Recycled / Renewable Fibre		150	reams		
3	Ballpen, black; 0.5mm; FO-GelB019; Neo		600	pcs		
4	Battery "AAA" - Alkaline, lasts up to 3x longer, ready to use up to 10yrs, zero added mercury, cadmium & lead		40	pcs		
5	Battery "AA" - Alkaline, lasts up to 4x longer, ready to use up to 10yrs, zero added mercury, cadmium & lead		40	pcs		
6	Bondpaper, short, 70 gsm, S-20 -Elementary Chlorine Free and made of 50-100% Recycled / Renewable Fibre		350	reams		
7	Bondpaper, long, 70 gsm, S-20 -Elementary Chlorine Free and made of 50-100% Recycled / Renewable Fibre		350	reams		
8	Brown Envelope, Short, Kraft.		400	pcs		
9	Brown Envelope, Long, Kraft.		400	pcs		
10	Calculator, 14-digits; double memory function; mark up calculation; decimal & rounding selections		6	pcs		
11	Carbon film paper blue, long 100pcs / pack		5	bxs		
12	Correction paper tape (at least 8m)		100	pcs		
13	Double Sided Tapes, 1"-10mlong		14	pcs		
14	Duct tape 2", 10-mm thickness		10	rolls		
15	Empty Sacks Large		400	pcs		
16	Expanding US Pressboard Folder, Color: green / Size: Long		400	pcs		
17	File Box (double) / color: Blue - with separator		12	pcs		
18	Folder, Short, White-14pts.		300	pcs		
19	Folder, Long, White-14 pts.		600	pcs		
20	Glue stick or tube at least 20g (all purpose glue)		20	tubes		
21	Glue big 148 ml with glue applicator		20	bts		
22	Laminating Film, A4 100pcs / pck, 250 microns		2	packs		
23	Logbook / Record book 500 pages		20	books		
24	Logbook / Record book 300 pages		20	books		
25	Masking tape 1"		25	rolls		

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
26	Masking tape, 2"		15	rolls		
27	Packing tape 2", 10-mm thickness		10	rolls		
28	Binder clamps medium, 1-inch.(12pcs / bx)		20	bxs		
29	Binder clamps large 2-inch (12pcs / bx)		10	bxs		
30	Paper clips vinyl coated big (100pcs / bx)		10	bxs		
31	Paper clips vinyl coated small (100pcs / bx)		20	bxs		
32	Pencil - mongol #2 (12pcs / bx)		12	bxs		
33	Pencil Sharpener, table top, HD		5	pcs		
34	Pentel pen, Black (20 pcs broad / 20 pcs fine)		40	pc		
35	Photo paper A4 (210 gsm high Glossy)		10	packs		
36	Puncher 2-hole, HD - punches up to 30 sheets 80gsm paper; special hard drills; handle lock; adjustable paper gauge; easy waste disposal; Dimension: 8x11x16cm; Weight 600g		5	pcs		
37	Rubber band big, flat		20	bxs		
38	Scotch tape 1", 10-mm thickness		100	rolls		
39	Scissor Stainless Steel, HD, 21cm (at least 8in) long, Hard plastic and rubberized handle		10	pcs		
40	Stapler with remover HD-50F, Flat clinch, staples up to 23 sheets		10	pcs		
41	Stick on notes 3" x 3", color yellow, 100pcs / pad		50	pads		
42	Sticker paper A4 glossy (10sheets / pad)		20	packs		
43	Sticker paper A4 matte (10 sheets / pad)		20	packs		
DELIVERY:		Shall be completed within <u>15</u> days from receipt of Purchase Order.		GRAND TOTAL :		

The above quoted prices are inclusive of all costs and applicable taxes.

☐ VAT

☐ NON VAT

Signature Over Printed Name

Mobile/Telephone No.

Date

Page 2 of 2

ACKNOWLEDGMENT RECEIPT

Quotation No.: 26-154
RIV No.: 26-09-543
P.R. No.: PNG -11147-26
Date: _____

This is to acknowledge receipt of the Request for Quotation, as described inside the box at the right, today .

(date)

by: _____
Printed Name & Signature

To be returned not later than: _____

Tel. No. _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, _____, of legal age, _____,
_____, and with residence at _____ after
having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of _____ with office address at _____;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of _____ with office address at _____;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of _____ with office address at _____;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____ of the _____ as supported by the attached duly notarized Special Power of Attorney for authorized representative;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____ of the _____, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____ of the _____, as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. _____ 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 Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship :* The _____ and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership :* The partnership itself and the partners of _____ are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of _____ are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of _____ are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* _____ declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- *In case of Foreign Bidders:* _____ submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. _____ complies with existing labor laws and standards; and

9. _____ is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding 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 _____.

10. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to _____, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, _____, _____

IBP No. __, _____, _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.