



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 4th 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 and notarized if awarded the Purchase Order (PO)/contract.

3. All quotations may be submitted by mail, courier or hand carried on or before October 19, 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.20260240

DATE10/12/26

PURCHASE REQUEST NO.PUE-3417-26

Approved Budget for the Contract244,693.00

Mode of ProcurementSmall Value Procurement



REQUEST FOR QUOTATION

NAME OF COMPANY:

ADDRESS:Puerto Princesa City

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	150	pc	Ballpen, black, 0.5mm, retractable, ergo grip		
2	150	pc	Ballpen, blue, 0.5mm, retractable, ergo grip		
4	6	pack	Bundy card, Model C9000 (100s), yokatta/red		
10	36	pc	Empty sack, 70kls.capacity		
11	50	pc	Envelope, ordinary, long, brown		
13	50	pc	Envelope, expanding, long		
15	12	box	Fastener, metal, thick filing, 2.5"x 8" long		
16	12	box	Fastener, metal, 70mm, 50sets/box		
17	10	box	Fastener, plastic, 70mm, 50sets/box		
18	100	pc	Folder, ordinary, long, 14pts., white		
19	100	pc	Folder, press board, long,green		
21	15	bot	Ink, Epson, T6641, black, genuine		
22	6	bot	Ink, Epson, T6642, cyan, genuine		
23	6	bot	Ink, Epson, T6643, magenta, genuine		
24	6	bot	Ink, Epson, T6644, yellow, genuine		
25	60	bot	Ink, Epson L3110, black C13T00V100, genuine		
26	11	bot	Ink, Epson L3110, magenta C13T00V300, genuine		
27	11	bot	Ink, Epson L3110, cyan, C13T00V200, genuine		
28	11	bot	Ink, Epson L3110, yellow, C13T00V400, genuine		
29	6	bot	Ink, Brother MFC-T920DW, BTD60, black, genuine		
30	3	bot	Ink, Brother MFC-T920DW, BT5000, magenta, genuine		
31	3	bot	Ink, Brother MFC-T920DW, BT5000, cyan, genuine		
32	3	bot	Ink, Brother MFC-T920DW, BT5000, yellow, genuine		
42	100	ream	Paper, sub.24, long, 80gsm, F4, multicopy, made out of raw materials at least 50% recycled fibre, elementary chlorine free (ECF)		

43	100	ream	Paper, sub.24, A4, 80gsm, multicopy, made out of raw materials at least 50% recycled fibre, elementary chlorine free (ECF)		
44	120	ream	Paper, sub.20, long, 70gsm, F4, multicopy, made out of raw materials at least 50% recycled fibre, elementary chlorine free (ECF)		
45	120	ream	Paper, sub.20, A4, 70gsm, multicopy, made out of raw materials at least 50% recycled fibre, elementary chlorine free (ECF)		
46	60	box	Paper, continuous form, 11 x 9 1/2 (280x241m2), 3 ply, carbonless, short (invoice)		
50	14	pc	Record book, 200 pages, official record book, 8.5" x 11"		
51	6	pc	Record book, 300 pages, official record book, 8.5" x 11"		
52	8	pc	Record book, 500 pages, official record book, 8.5" x 11"		
53	58	cart	Ribbon cartridge, LQ310 (SO 15639)		
54	1	cart	Ribbon, bundy clock, Iwata 2CRH		
55	3	cart	Ribbon, bundy clock, Comix, MT620		
56	6	cart	Ribbon, Time Stamping Machine, Needtek TS-350		
61	60	pc	Sign pen, black, V7RT, Hi-techpoint, 0.7mm		
64	24	pc	Sign pen, frixion clicker, black, retractable, 0.5mm		
72	12	roll	Tape, cellophane, 1" x 100m		
76	12	roll	Tape, packing, 2" x 100m, brown		
77	150	roll	Thermal paper, 80 x 50mm		
78	1	pc	Whiteboard with frame, 31" x 36" or equivalent		

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

GENERAL CONDITIONS
Small Value Procurement (SVP)

1. Accomplish 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. 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
9. 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.
10. The P.O shall be awarded to the lowest calculated responsive bid.
11. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
12. Terms of payment within thirty (30) calendar days from date of acceptance.
13. The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.
14. 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

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 _____