

REQUEST FOR QUOTATION (SHOPPING)

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 Office Supplies for the 4th quarter of CY2025 of PMO Palawan in accordance with Section 52 Shopping 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 October 30, 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
1	PC	Automatic Voltage Regulator,220V		
168	PC	Ballpen, black, 0.7mm, fine ball pen, ergo grip zone, transparent barrel conical tip		
12	PC	Ballpen, blue, 0.7mm, fine ball pen, ergo grip zone, transparent barrel conical tip		
10	PC	Battery, size AA		
8	PC	Battery, size AAA		
10	PACK	Bundy card model C9000, 100s, Yokatta Red		
6	BOX	Clip, bulldog, 3" (set of 6)		
8	BOX	Binder Clip, double size: 2" (set of 12s)		
3	BOX	Binder Clip, double size: 1" (set of 12s)		
6	BOX	Binder Clip, double size: 1 5/8" (set of 12s)		
8	BOX	Binder Clip, double size: 3/4" (set of 12s)		
3	SET	Computer keyboard with mouse, USB, with numeric pad		
12	PC	Correction tape, 5mmx10m, no toxic		
3	TIN	Disinfectant spray, multi-surface, aerosol, 320ml		
71	PC	Empty laminated woven sack, 70kilogram capacity		
36	PC	Envelope , ordinary, long, brown		
117	PC	Envelope, expanding, legal, Kraft		
13	BOX	Fastener, metal, thick filing, 70mm x 8 1/2"long		
8	BOX	Fastener, plastic, 70mm, 50sets/box		
253	PC	Folder, press board, long green, 14-16 point thickness		
122	PC	Folder, ordinary, long, 14-16pts, white, legal (hard, good quality)		

26	PC	Folder Stand/Data File Box, navy blue, long		
3	PC	Folder binder, long, 2", black		
4	CONT	Glue, all purpose, 130g		
35	BOT	Ink, Epson T6641, black, genuine		
42	BOT	Ink, L3110, black C13T00V100, genuine		
2	REAM	Laminating Film, 222mm x337mm x 250microns, 100s		
5	SET	Marker, fluorescent (green/yellow)		
13	PC	Marker, permanent, black, fine		
20	PC	Marker, permanent, black, broad		
4	BOX	Paper cups, 6oz, 1000pcs/box		
2	PACK	Paper, specialty paper, 200gsm, long, 10s		
80	REAM	Paper, A4, , sub.24, 80gsm, multicopy, eco-friendly		
105	REAM	Paper, long/F4, sub.24, 80gsm, multicopy, eco-friendly		
60	REAM	Paper, long/F4, sub.20, 70gsm, multicopy, eco-friendly		
85	REAM	Paper, A4, , sub.20, 70gsm, multicopy, eco-friendly		
72	BOX	Paper, Continuous Form, 11 x 9 ½ (9280x241m2), 3 ply, carbonless, short (invoice)		
31	PACK	Paper sticker, A4, glossy vinyl sticker, 150gsm,20s/pack		
1	REAM	Parchment paper, A4 size, 250sheets/pack		
3	PAD	Post it paper, 3"x 4"		
3	PC	Push Pin		
1	PC	Puncher, 2 holes with rubber protection pad, heavy duty		
8	PC	Record Book, 200 pages, 7"x 11.25"		
9	PC	Record Book, 300 pages, official record book, 8.5"x 11.25"		
9	PC	Record Book, 500 pages, 7"x 11.25"		
45	CART	Ribbon Cartridge for use with Epson LQ310, SO15639/SO15634 10.0m x 32.8ft		
3	CART	Ribbon, bundy clock, Starpoint T8		
6	CART	Ribbon, bundy clock, Iwata 2CRH		
4	CART	Ribbon, bundy clock, Comix MT620		
12	CART	Ribbon, Time Stamping machine, Needtek TS-350		
2	BOX	Rubber band, small		
30	PC	Sign Pen, Hi-Techpoint V7RT roller ballpen, 0.7mm, blue		
126	PC	Sign Pen, Hi-Techpoint V7RT roller ballpen, 0.7mm, black		
51	PC	Sign Pen, blue, gel pen, 0.5mm		
69	PC	Sign Pen, black, gel pen, 0.5mm		

24	PC	Signpen, Frixion clicker, black, retractable, 0.7mm		
5	PC	Stapler, ergo style with staple remover #35, heavy duty		
15	BOX	Staple wire no.35, heavy duty		
1	PC	Stamp Pad no.1		
1	BOT	Stamp pad ink, 950ml, violet/purple		
5	BOT	Stamp pad ink, 50cc, violet/purple		
4	PC	USB Flash drive, 16GB		
2	ROLL	Tape, double sided with foam, 2"		
10	ROLL	Tape, packing, 2" x 100m, brown		
1	ROLL	Twine , plastic 1kl		
1	PC	Trodat Stamp "RECEIVED"		
1	PC	Whiteboard, 2ft x 3ft with frame		
7	SACK	Garden Soil		
12	PC	Plant Pot		

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 _____, 2025 _____ at Puerto Princesa City, Philippines.

(Affiant/Bidder's Representative/Authorized Signatory
SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____.

NOTARY PUBLIC
Until

Doc. No. _____
Page No. _____
Book No. _____
Series of _____