

RFQ NO. 2025-10-282
DATE 10/22/2025
PURCHASE REQUEST NO. PUE-3220-25
Approved Budget for the Contract 60,000.00
Mode of Procurement Small 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	
			Supply , Delivery and Installation		
			PVC Vertical Blinds (Customized sizes)		
			100% high quality, UV /Sunlight protect		
			Color : Beige		
			Size : W x H		
	2	panel	73" x 102 1/2"		
	1	panel	58" x 102 1/2"		
	1	panel	64 1/2" x 102 1/2"		
	1	panel	32" x 61 1/2"		
	1	panel	32" x 24"		
	1	panel	65" x 102 1/2"		
	1	panel	30 1/2" x 102 1/2"		
	1	panel	31" x 62"		
	1	panel	31" x 24"		

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

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 _____, 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 _____