



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 additional office supplies for 4th quarter of CY2025 for PMO Palawan in accordance with Section 53.9 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 November 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. BATPANDAN

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
5	pcs	Calculator, JS40, 14 digits		
50	pcs	Paper, sub.20, 80gsm, A4 size		
50	pcs	Paper, sub.20, 80gsm, long size		
30	box	Paper, continuous form, 11x9 1/2 (280x241m2)		
6	pcs	Stapler no. 35 with staple remover		

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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

12639073

Procuring Entity

PHILIPPINE PORTS AUTHORITY - PMO PUERTO PRINCESA

Title

Procurement of Additional Office Supplies for the 4th Quarter of CY2025 for PMO-Palawan.

Area of Delivery

Palawan

Solicitation Number:	2025-1105	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 59,205.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	28/11/2025
Contact Person:	Mariza O Nallana Head, BAC Secretariat Port Area Puerto Princesa City Palawan Philippines 5300 63-48-4330356 63-48-4344881 pmopalawanbac@gmail.com	Last Updated / Time	27/11/2025 17:00 PM
		Closing Date / Time	03/12/2025 01:00 AM

Description

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PPA, PMO- Palawan

Created by

Mariza O Nallana

Date Created

27/11/2025

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