

# 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 Janitorial Materials and Supplies for 2nd Semester  
of CY 2025 (Additional request in preparation of OPLAN Biyaheng Ayos)

Approved Budget : PHP 294,500.00  
for the Contract

Deadline of Submission : September 22, 2025 / 8:00 AM

## Requirements:

1. 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:

- |                                      |                                                |
|--------------------------------------|------------------------------------------------|
| a. Mayor's/Business Permit           | c. BIR Certificate of Registration (Form 2303) |
| b. PhilGeps Registration Certificate | d. DTI or SEC Registration                     |

2. 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.

3. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative.

5. 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](mailto: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. JERRY P. ABELLO**

Chairperson, Bids and Awards Committee

Date of Posting: September 18 - 22, 2025

## Reference

|                |                      |
|----------------|----------------------|
| Quotation No.: | <u>25-139</u>        |
| RIV No.:       | <u>25-09-444</u>     |
| PR No.:        | <u>PNG -10439-25</u> |

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 Janitorial Materials and Supplies for 2nd Semester of CY 2025 (Additional request in preparation of OPLAN Biyaheng Ayos)                  |                      | 1    | lot           |            |       |
|                                                                                    |                                                                                                                                                                          |                      |      |               |            |       |
| 1                                                                                  | HDW (smoke plastic) 20"x30"                                                                                                                                              |                      | 8000 | pc            |            |       |
| 2                                                                                  | Gloves (disposable rubber gloves) Powder-Free Flex Blue Nitrile Gloves. Size: Large. 100pcs/box                                                                          |                      | 40   | box           |            |       |
| 3                                                                                  | Stain Remover, 3,785ml, 6in1 total clean, antibac, whitens, doedorizes, shorten cleaning time, removes stain & disease causing germs & virus                             |                      | 100  | cont          |            |       |
| 4                                                                                  | Tissue Paper, 3ply with ecolayers (2 layers virgin pulp + 1 ecolayer)                                                                                                    |                      | 6000 | rolls         |            |       |
| 5                                                                                  | Toilet Deodorant Cake, 100 gms. w/ 99% Paradichlorobenzene Preferred scent: strawberry and samba                                                                         |                      | 100  | pc            |            |       |
| 6                                                                                  | Trash Bag Black 37" x 40"<br>- the supplier shall supply products which are made of polyethylene (PE)<br>- the PE should contain a minimum of 30% post consumer material |                      | 3000 | pc            |            |       |
|                                                                                    |                                                                                                                                                                          |                      |      |               |            |       |
|                                                                                    |                                                                                                                                                                          |                      |      |               |            |       |
|                                                                                    |                                                                                                                                                                          |                      |      |               |            |       |
| DELIVERY: Shall be completed within <u>30</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



ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the Request for Quotation, as described inside the box at the right, today . \_\_\_\_\_  
(date)

by: \_\_\_\_\_  
Printed Name & Signature

Tel. No.

Quotation No.: 25-139

RIV No.: 25-09-444

P.R. No.: PNG-10439-25

Date:

To be returned not later than: \_\_\_\_\_