

PHILIPPINE PORTS AUTHORITY

PMO - Eastern Leyte/Samar

Port Area, Tacloban City

Tel. No. (053) 832-3962

Email Add: bac_pmoels@yahoo.com

Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)

REQUEST FOR QUOTATION

RFQ for P.R. No.:	TAC-4884-25	P.R. Date:	November 28, 2025
Date Of Quotation:	December 4, 2025		
Project/Title:	Self-care Kits/Mental Health Pack		
Office/End-User:	Admin, PPA-PMO Eastern Leyte/Samar		

Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat, Victor Ansel O. Tingzon not later than **12:00 noon of December 9, 2025**. OPENING OF BIDS shall follow at **2:00 p.m.** on the same day at PPA, PMO-Eastern Leyte/Samar, Conference Room, Port Area, Tacloban City.

ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Self-care kits/mental health pack (box, tea packs, sanitizing wipes, stress balls, tissues, scented candles, inhalers (katinko, salonpas), ergonomic pillow, soft blanket/weighted blanket, planner 2026)	87	PK	650.00	56,550.00		
	X-X-X-X-X-X						
				TOTAL ABC Php	56,550.00	BIDDER'S TOTAL QUOTATION Php	

NOTE: For the conduct of Hybrid Mental Health Awareness Seminar on December 10, 2025 at Baseport, PMO Eastern Leyte/Samar

PRINTED NAME & SIGNATURE OF OWNER/AUTHORIZED REPRESENTATIVE
COMPANY NAME: _____
ADDRESS: _____
CONTACT NO.: _____

TERMS AND CONDITIONS
Small Value Procurement

- Fill-out all entries legibly.
- Fill out PhilGEPS Registration Number _____ or attach a print out of PhilGEPS Registration (RED / Membership)/Certificate of PhilGEPS Registration (Platinum Membership)
- Attach a photocopy of Mayor's Business Permit - 2025
- Attach a photocopy of the following documents:
 - Mayor's Business Permit - 2025
- Submit duly notarized **Omnibus Sworn Statement** if awarded the contract.
- Quote on all items specifying the **unit cost for each item, the total cost, and the total price quotation.**
- Sign or initial any **alterations, erasures or overwritings** in the Request for Quotation.
- Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as **"Failed"** under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.
- The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation.**
- Deliver the goods on **December 10, 2025** from receipt of the Purchase Order; otherwise, pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods/services to be delivered for every day of delay.
- Warranty for the items shall be at least three (3) months from delivery.
- Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
- 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.
- The pertinent provisions of RA 9184 and its Revised IRR shall govern the contract implementation and other matters not expressly mentioned herein.



ATTY. GLENN S. LAGUNAY
Chairperson, BAC-PGCS/EP