

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.:	PR-TAC-4952-26	P.R. Date:	March 25, 2026
Date Of Quotation:	May 13, 2026		
Project/Title:	Office Supplies		
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 May 18, 2026**. 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		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Book Paper Long 80gsm	135	BOX	1,500.00	202,500.00		
2	Book Paper A4 80gsm	150	BOX	1,450.00	217,500.00		
	X-X-X-X-X						
				TOTAL ABC Php	420,000.00	BIDDER'S TOTAL QUOTATION Php	

NOTE: **For use at Baseport and TMOs.**

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

TERMS AND CONDITIONS
Small Value Procurement (SVP)

- 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 the following documents:
 - Mayor's Business Permit - 2026
 - Income/Business Tax Return
- 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 59.1 of the IRR of RA 12009.
- The contract shall be awarded to the bidder with the **Lowest Calculated and Responsive Quotation.**
- Deliver the goods within **twenty (25) calendar days** 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 70 of the IRR of RA 12009.
- The pertinent provisions of RA 12009 and its IRR shall govern the contract implementation and other matters not expressly mentioned herein.


ATTY. GLENN S. LAGUNAY
Chairperson, BAC-PGCS/EP 5/13/26