

REQUEST FOR QUOTATION

The Philippine Ports Authority, Port Management Office of Negros Oriental/Siquijor, through its Bids and Awards Committee (BAC), invites suppliers/dealers to submit price quotation of the following:

Name of Project: **Procurement of Fuel, Oil, and Lubricants of PPA PMO-NOS Vehicles and Generator Sets for the Period July 1 – December 31, 2026**

Approved Budget for the Contract: **P 850,000.00**

Deadline of Submission of Sealed Quotation : **June 24, 2026, on or before 09:00 a.m.**
Opening of Sealed Quotation : **June 24, 2026, at 10:00 a.m.**

Procurement shall be undertaken through Small Value Procurement pursuant to Section 34 of Republic Act No. 12009, otherwise known as the “New Government Procurement Act (NGPA),” and its Implementing Rules and Regulations (IRR). Quotations may be submitted through **sealed envelope** or through **electronic mail** at **ppapmonos_bac@ppa.com.ph**. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered. The Purchase Order shall be awarded to the supplier that submits the Lowest Calculated and Responsive Quotation (LCRQ) which complies with the technical specifications, requirements and other terms and conditions stated herein.

Quotation/s must be submitted together with the following documents:

- Valid and Current Mayor's Permit
- Valid PhilGEPS Registration
- Notarized Omnibus Sworn Statement (RA 12009 Form)

The sealed envelope shall be addressed to:

MARY LOUISE C. MACALINO
Chairperson, Bids and Awards Committee
Philippine Ports Authority, PMO-Negros Oriental/Siquijor
Port Area, Looc, Dumaguete City

Interested suppliers may obtain further information regarding ***RFQ Form and Technical Specifications*** from Procurement Unit, Administrative Division at Telephone Number (035) 527-2079 local 103 during office hours.

The Head of the Procuring Entity (HOPE) of the PPA PMO NOS reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009

for: 
MARY LOUISE C. MACALINO
Chairperson
Bids and Awards Committee

	☐	☐
	INTERESTED	NOT INTERESTED
Company Name	:	_____
Authorized Representative	:	_____
Signature	:	_____
Telephone/Contact No.	:	_____
Date Signed	:	_____
Email address	:	_____

**PHILIPPINE PORTS AUTHORITY
PMO Negros Oriental / Siquijor**

Date: June 19, 2026
Quotation No: BAC-NOS-56-2026

Company Name : _____
Address & Tel. No. : _____
TIN : _____ (Pls. Signify if VAT or NON-VAT)

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions indicated below and submit your quotation duly signed by your authorized representative not later than **June 24, 2026, 9:00 A.M.** The total Approved Budget for the Contract (ABC) for this procurement is **EIGHT HUNDRED FIFTY THOUSAND PESOS & 00/100 (Php 850,000.00)**, inclusive of all applicable government taxes.

for: 
MARY LOUISE C. MACALINO
BAC Chairperson

Item No.	Qty	Unit	Item and Description	Unit Cost	Amount
1	1	Lot	Procurement of Fuel, Oil, and Lubricants of PPA PMO-NOS Vehicles and Generator Sets for the Period July 1 – December 31, 2026 <i>Please see the attached Terms of Reference (TOR)</i>		
			X-X-X-X-X-X-X-X-X-X		

Terms and Conditions:

1. All entries must be legible. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you any of your duly authorized representative.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s to must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine Peso, shall include all taxes, duties, and/or levies payable.
5. Delivery period must be within fifteen (15) calendar days upon receipt of the Purchase Order.
6. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day to day of delay as stipulated under Sec. 71.1.4 of RA 12009.
7. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
8. Terms of payment is within fifteen (15) days from delivery & acceptance of goods or services.
9. Quotation/s must be submitted together with the following documents:
 - a) Valid and Current Mayor's Permit
 - b) Valid PhilGEPS Registration
 - c) Notarized Omnibus Sworn Statement (RA 12009 Form)

After having carefully read and accepted your Terms and Conditions, I/WE quote you on the item/s at prices indicated above.

Printed Name & Signature: _____
Position: _____
Mobile and Landline No.: _____
Email address: _____



PMO- NEGROS ORIENTAL/ SIQUIJOR

TERMS OF REFERENCE

PROCUREMENT OF FUEL FOR PPA, PMO-NEGROS ORIENTAL/ SIQUIJOR OFFICIAL VEHICLES AND GENERATOR SETS FOR THE PERIOD JULY 1 – DECEMBER 31, 2026

I. RATIONALE

The Philippine Ports Authority, PMO-Negros Oriental/ Siquijor (PPA, PMO-NOS) intends to engage with a reputable Supplier with the capacity to provide fuel (gasoline, diesel, and other related supplies) for the Office vehicles and generator sets.

II. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract (ABC) for this procurement is **EIGHT HUNDRED FIFTY THOUSAND PESOS ONLY (Php 850,000.00)**, inclusive of all applicable government taxes and other fees and charges.

III. CONTRACT DURATION

The contract duration shall be for a period of six (6) months, from July 1, 2026 to December 31, 2026.

IV. REQUIREMENTS

Item	Vehicle Type	Plate Number	Requirement Gasoline	Requirement Diesel
1	Toyota Hilux	S6-6740		700 Liters
2	Toyota Hilux	SAB 4384		700 Liters
3	Toyota Grandia	SAB 4367		814 Liters
4	Toyota Innova	ZDC 390		814 Liters

5	Toyota Fortuner	ABR 2080		814 Liters
6	Toyota Hilux FX	P9R828		814 Liters
7	Mitsubishi Adventure	SLG 374		700 Liters
8	Isuzu Crosswind	XGX 654		430 Liters
9	Manlift Truck	D1-D191		250 Liters
10	Boom/ Crane Truck	D2S-601		250 Liters
11	Fire Rescue Vehicle	D1-V646		250 Liters
12	Toyota HiAce	SND 2273		914 Liters
	Generator Sets			
1	500 KVA	Baseport 1		750 Liters
2	150 KVA	Baseport 2		750 Liters
3	150 KVA	Baseport 3		750 Liters
4	100 KVA	Tandayag		300 Liters
5	100 KVA	Guihulngan		200 Liters

V. CONDITIONS

- 1) The diesel and gasoline fuel will be withdrawn from the service provider's establishment through approved withdrawal slip by the PMO-NOS authorized representative.
- 2) Payment will be based on the actual withdrawal and be paid on a bi-monthly basis.
- 3) Bid cost must be inclusive of storage/ handling/ profit margin, e-vat etc.

Prepared by:

MICHAEL C. VILLALON
Admin. Officer IV

Reviewed by:

JANET C. BOHOLANO
Admin. Manager

Approved by:

ALLAN M. ROJO
Port Manager