



PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF MISAMIS ORIENTAL/CAGAYAN DE ORO

REQUEST FOR QUOTATION

Date: 08 September 2026
Quotation No.: 2026-009

Company Name: _____

Address: _____

Business/Mayor's Permit No.: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number (required prior to award): _____

The Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro, through its Bids and Awards Committee (BAC), intends to procure the project **Procurement of Office Supplies and Materials for 3rd Quarter CY 2026** with Approved Budget for the Contract (ABC) of **Seven Hundred Thirty-One Thousand Nine Hundred Ten Pesos (Php 731,910.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **10:00 AM of 14 June 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MEDARDO I. SOSOBRADO, JR.

BAC Chairperson/Division Manager A - Port Police

Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro

Port Area, Brgy. Macabalan, Cagayan de Oro City

Contact No. +639662304911

Email: moc_supply@ppa.com.ph

Interested service provider/supplier shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

a. **Valid Mayor's/Business Permit**

b. **PhilGEPS Registration Number**

c. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The Head of the Procuring Entity (HoPE) of the PPA PMO MO/C 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 any clarification, you may contact the Supply and Procurement Unit at +639662304911.

MEDARDO I. SOSOBRADO JR.

Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
3. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at **moc_supply@ppa.com.ph**
5. 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.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) 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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the **Most Economically Advantageous and Responsive Bid**, the PPA PMO MOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the Most Economically Advantageous and Responsive Bid which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA PMO MOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of Office Supplies and Materials for 3rd Quarter CY 2026					
Minimum Technical Specifications		Quantity	Unit	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
I. Procurement of Office Supplies and Materials for 3rd Quarter CY 2026					
The supplier shall provide and deliver Office Supplies and Materials that meet the following general specifications:					
1	Bond Paper 210 x 297 mm 70 GSM (A4)	250	RM		
2	Bond Paper 8.5 x 13" 70 GSM	250	RM		
3	Computer Paper 11 X 15, 3 ply	3	BOX		
4	Computer Paper 11 X 9 1/2, 2 ply, carbonless	80	BOX		
5	Notepad 3 x 3, Multicolored	120	PAD		
6	Carbon Paper, Long, Blue, 100pcs/pack	5	PK		
7	Sticker Paper	150	PK		
8	Photo Paper Glossy	50	PK		
9	Photo Paper Double Sided	50	PK		
10	Computer Ink Canon 790 Black, Genuine	15	BOT		
11	Computer Ink Canon 790 Magenta, Genuine	10	BOT		
12	Computer Ink Canon 790 Cyan, Genuine	10	BOT		
13	Computer Ink Canon 790 Yellow, Genuine	10	BOT		
14	Computer Ink Epson 003 Black, Genuine	30	BOT		
15	Computer Ink Epson 003 Cyan, Genuine	15	BOT		

16	Computer Ink Epson 003 Magenta, Genuine	15	BOT		
17	Computer Ink Epson 003 Yellow, Genuine	15	BOT		
18	Computer Ink Epson 001 Pigment, Black Ink, Genuine	10	BOT		
19	Computer Ink Epson 001 Pigment, Cyan Ink, Genuine	10	BOT		
20	Computer Ink Epson 001 Pigment, Magenta Ink, Genuine	10	BOT		
21	Computer Ink Epson 001 Pigment, Yellow Ink, Genuine	10	BOT		
22	Computer Ink Epson 005 High Capacity Black Ink, Genuine	15	BOT		
23	Ink, PRO31IBB (Black)	30	PC		
24	Computer Ribbon Cartridge (EPSON LQ 310)	50	PC		
25	Computer Toner Cartridge 12A	15	PC		
26	Toner Cartridge Pantum 210EV	15	PC		
27	Toner Cartridge PR 2380 TCB	15	PC		
28	Computer Ribbon, LX 310	50	PC		
29	Folder, Long, white, 500 pcs/bundle	3	BDL		
30	Folder, A4 White, 500pcs/bundle	1	BDL		
31	Folder Expandable Long, Green, 100pcs/bundle	5	BDL		
32	Folder Plastic Long, Red	300	PC		
33	Folder Plastic Long, Yellow	300	PC		
34	Envelope Brown A4	500	PC		
35	PVC Cover, A4, 100pcs/pack	3	PK		
36	PVC Cover, Long, 100pcs/pack	3	PK		

37	Laminating Film, 9" x 50m, 250 mic	10	RL		
38	View Binder, Long, 3 Hole, 2 inches	30	PC		
39	Clearsheet Protector, Long	10	PK		
40	Clearsheet Protector, A4	10	PK		
41	Index Tab, Sticky Note	50	PK		
42	Sakura Name Card Holder Blue	50	PC		
43	Ribbon for Timestamp	40	PC		
44	Correction Tape, 5mm x 8m	60	PC		
45	Ruler 12", Stainless Steel	15	PC		
46	Fastener Metal	100	BOX		
47	Staple Remover	45	PC		
48	Eraser	40	PC		
49	Heavy Duty Scissors	50	PC		
50	Cutter	30	PC		
51	Stapler, Heavy Duty, flat stapling function/flat clinch, capacity: 50/100 staples, staples up to 40 sheets	50	PC		
52	Staple Wire #35	150	BOX		
53	Staple Wire 23/13	30	BOX		
54	Computer Mouse Wireless	25	PC		
55	Alcohol, 500ml	200	PC		
56	Clip Backfold 1 1/4	70	BOX		
57	Clip Backfold 1	70	BOX		

58	Clip Backfold 3/4	70	BOX		
59	Paper Clip Jumbo	50	BOX		
60	Paper Clip Small	50	BOX		
61	Plastic Twine	12	RL		
62	Tape, Double Adhesive	80	PC		
63	Tape, Packaging 48 mm	100	RL		
64	Whiteboard Eraser	10	PC		
65	Calculator	25	PC		
66	Cutting Blade	15	PC		
67	Duct Tape, 48mm	50	RL		
68	Document/File Tray 2 Tier/Layer	10	PC		
69	Sign Pen, Gel, Hi-techpoint, 0.7 mm, Black	24	PC		
70	Sign Pen, Gel, Hi-techpoint, 0.7 mm, Blue	24	PC		
71	Battery 9 Volts	12	PC		
72	Remote Control Alkaline Battery 23A 12 V	12	PC		
73	Philippine Flag 3x5, with Eyelets	12	PC		
74	Double Sided Tape w/ Foam, 1 inch	30	RL		
75	Battery AAA, Heavy Duty (2pcs/pack), LR6-1.5V, 3x longer lasting, 10 year shelf life	30	PK		
76	Battery AA, Heavy Duty (2pcs/pack), LR6-1.5V, 3x longer lasting, 10 year, shelf life	30	PK		
77	Pen, Ballpen Black, Push & Click, Water Gel	200	PC		
78	Pen, Ballpen Blue, Push & Click, Water Gel	100	PC		

79	Pen, Sign Pen .05 Black	100	PC		
80	Pen, Sign Pen .05 Blue	50	PC		
81	Tape, Masking 24mm, 100m	50	RL		
82	Tape, Transparent 24mm	150	RL		
83	Pen, Pentel Pen, Red	20	PC		
84	Record Book, 200 pages	30	PC		
85	Computer Ink Brother BTD60BK	10	BOT		
86	Computer Ink Brother BT 5000 (Magenta)	5	BOT		
87	Computer Ink Brother BT 5000 (Cyan)	5	BOT		
88	Computer Ink Brother BT 5000 (Yellow)	5	BOT		
89	File Box	12	PC		
90	Pencil, #2	45	PC		
II. Timetable of the Contract/Delivery Terms • Delivery shall be completed within fifteen (15) calendar days from receipt of the Purchase Order. • Delivery shall be made to PMO Misamis Oriental / Cagayan de Oro, Admin Division, Bldg. 2, Port of Cagayan de Oro, Macabalan, Cagayan de Oro City during office hours (Monday to Friday excluding holidays).					
III. Suppliers Liability: Waiver of Items In cases where the supplier fails to deliver certain items or requests for the waiver of specific items due to unavailability or other valid reasons, the supplier shall: 1. Submit a formal written request for waiver addressed to the Head of Procuring Entity stating the reasons for the non-delivery of the item/s; 2. Be subject to evaluation and approval by the Head of Procuring Entity; and 3. Be rated accordingly based on the criteria rating under the Quality of Goods/Services in the Supplier's Performance Evaluation Sheet, which may affect the supplier's eligibility for subsequent procurement opportunities with the procuring entity.					

The procuring entity reserves the right to award the waived item/s from the next responsive bidder or another supplier, when necessary, to ensure operational continuity.			
Liability for Delayed Delivery The Supplier shall deliver the required items within the delivery period specified in the Purchase Order. In case the Supplier foresees a delay in the delivery of the items, a written request for extension of delivery shall be submitted prior to the due date, subject to the approval of the Head of the Procuring Entity. Unless an extension of delivery is duly approved by the Head of Procuring Entity, the Supplier shall be liable to pay liquidated damages equivalent to one-tenth (1/10) of one percent of the cost of the undelivered item/s for every day of delay, until the items are fully delivered and accepted by the procuring entity. The procuring entity reserves the right to deduct the amount of liquidated damages from the supplier's payment or pursue other remedies available under applicable procurement laws and regulations, including those provided under Republic Act No. 12009 and its Implementing Rules and Regulations.			
IV. Payment Terms Payment shall be processed after complete delivery and acceptance of the required supplies, subject to the submission of the following documents: • Notarized Omnibus Sworn Statement (if applicable) • Duly received Purchase Order • Charge Invoice/Billing Statement • Delivery Receipt Payment shall be made in accordance with existing government accounting and auditing regulations.			
V. Warranty and Replacement • The Supplier shall warrant that all items delivered are free from manufacturing defects and shall replace any item found defective, damaged, or not in accordance with specifications within five (5) calendar days upon notification by the procuring entity • All items shall be covered by a minimum 30-day warranty from the date of delivery.			

Financial Offer:

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Procurement of Office Supplies and Materials for 3rd Quarter CY 2026					
Approved Budget for the Contract: Seven Hundred Thirty-One Thousand Nine Hundred Ten Pesos (Php 731,910.00)					
Items		Quantity (A)	Unit	Offered Price Per Unit (B)	Total Offered price per item (A x B)
1	Bond Paper 210 x 297 mm 70 GSM (A4)	250	RM		
2	Bond Paper 8.5 x 13" 70 GSM	250	RM		

3	Computer Paper 11 X 15, 3 ply	3	BOX		
4	Computer Paper 11 X 9 1/2, 2 ply, carbonless	80	BOX		
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12	Computer Ink Canon 790 Cyan, Genuine	10	BOT		
13	Computer Ink Canon 790 Yellow, Genuine	10	BOT		
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16	Computer Ink Epson 003 Magenta, Genuine	15	BOT		
17	Computer Ink Epson 003 Yellow, Genuine	15	BOT		
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49	Heavy Duty Scissors	50	PC		
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51	Stapler, Heavy Duty, flat stapling function/flat clinch, capacity: 50/100 staples, staples up to 40 sheets	50	PC		
52	Staple Wire #35	150	BOX		
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61	Plastic Twine	12	RL		
62	Tape, Double Adhesive	80	PC		
63	Tape, Packaging 48 mm	100	RL		
64	Whiteboard Eraser	10	PC		
65	Calculator	25	PC		

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67	Duct Tape, 48mm	50	RL		
68	Document/File Tray 2 Tier/Layer	10	PC		
69	Sign Pen, Gel, Hi-techpoint, 0.7 mm, Black	24	PC		
70	Sign Pen, Gel, Hi-techpoint, 0.7 mm, Blue	24	PC		
71	Battery 9 Volts	12	PC		
72	Remote Control Alkaline Battery 23A 12 V	12	PC		
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77	Pen, Ballpen Black, Push & Click, Water Gel	200	PC		
78	Pen, Ballpen Blue, Push & Click, Water Gel	100	PC		
79	Pen, Sign Pen .05 Black	100	PC		
80	Pen, Sign Pen .05 Blue	50	PC		
81	Tape, Masking 24mm, 100m	50	RL		
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84	Record Book, 200 pages	30	PC		
85	Computer Ink Brother BTD60BK	10	BOT		
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87	Computer Ink Brother BT 5000 (Cyan)	5	BOT		
88	Computer Ink Brother BT 5000 (Yellow)	5	BOT		
89	File Box	12	PC		
90	Pencil, #2	45	PC		
Total Offered Quotation			In words:		
			In Figures:		

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

Printed Name / Signature

Position / Designation

Tel. No. / Cellphone No.

email address

Date: _____

(PR No. CDO-2928-26)