



PHILIPPINE
PORTS
AUTHORITY



**PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE OF AGUSAN**

Talisay, Nasipit Agusan del Norte
VAT Reg. TIN: 000-352-232-154

Request for Quotation (RFQ)

Doc. Ref. Code: ADM-AGS-022

AGS-RFQ NO.:	NAS-5722-26
DEADLINE OF SUBMISSION:	March 23, 2026 at 9:00AM
PLACE OF SUBMISSION :	PPA PMO-Agusan, Nasipit Port
MODE OF PROCUREMENT:	Small Value Procurement

March 17, 2026

Dear Sir/Madam:

Please quote your price for the item/s specified below, taking into consideration the following conditions:

1. Bidders shall provide **correct and accurate information** required in this form. All entries must be legibly handwritten, typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price Quotations shall not be considered unless **properly signed** by the Contractor or his/her duly authorized representative.
3. Any interlineations, erasure, or overwriting shall be valid only if they are **signed or initialed** by you or any of your duly authorized representative/s.
4. Price quotation/s to be denominated in Philippine Peso shall include **all applicable** taxes, duties, and/ or levies payable.
5. Price validity shall be for a period of **thirty (30) calendar days** from the deadline of submission.
6. Quotations exceeding the Approved Budget for Contract shall be **rejected**.
7. Evaluation of bids will be conducted on a **"per lot"** basis.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, employ **"draw lots"** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005. (not applicable for Direct Acquisition)
9. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under the Implementing Rules and Regulations of Republic Act 12009.
10. Late bids shall no longer be accepted.
11. Refusal to accept an award without valid and justifiable reason, maybe ground for imposition of appropriate sanctions under Sec. 69 of the IRR of RA 12009.
12. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 71.1.4 of the IRR of RA 12009.
13. PPA PMO- Agusan reserves the right to reject any or all offers as may be considered most advantageous to the office.
14. The Price Quotation shall be in the BAC prescribed form and be submitted in a sealed envelope to the Bids and Awards Committee (BAC) of PMO-Agusan at the address above, not later than the time and date specified hereof at which place, time and date the bid shall be opened.
15. This RFQ must be duly filled out supported with the following documents:
 - a. One-time submission of a Valid Mayor's/Business Permit.
 - b. One-time submission of PhilGEPS Registration Number
 - c. For transactions amounting to PHP 50,000.00, a Notarized Omnibus Sworn Statement is required 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 template can be accessed through this link:
https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf
16. Delivery period: 30 days Delivery Location: PPA PMO Agusan - Nasipit Port
17. Schedule and opening of bids:
Date/Time: March 23, 2026 at 2:00PM
Venue: PPA PMO Agusan - Nasipit Port
POB Conference Room
18. Payment shall be within 30 working days after the receipt of sales/service invoice.
19. For any clarification, you may contact **Ms. Sheeryl B. Pedeglorio**, General Officer A, at **+639175928466**.

LEMUEL IAN T. MORALDA
BAC Chairperson



I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

For PMO Agusan Office Supplies						PLEASE QUOTE HERE:	
ITEM NO.	ITEM AND DESCRIPTION	UNT	QTY	ESTIMATED UNIT APPROVED BUDGET FOR THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET FOR THE CONTRACT	UNIT PRICE	TOTAL PRICE
1	Office Supplies	LOT	1	460,929.00	460,929.00		
				TOTAL ABC:	460,929.00	TOTAL BID PRICE:	

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

Name of the Company: _____
Address: _____ Tel. No./Email Add.: _____
Date: _____

Signature over Printed _____
Name of Representative: _____