



**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.:	<u>NAS-5722-26</u>
DEADLINE OF SUBMISSION:	<u>March 30, 2026 at 9:00AM</u>
PLACE OF SUBMISSION :	<u>PPA PMO-Agusan, Nasipit Port</u>
MODE OF PROCUREMENT:	<u>Direct Acquisition</u>

March 23, 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 30, 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**, BAC Secretariat Head, 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:

Signature over Printed Name of Representative:

Tel. No./Email Add.:

Date:

OFFICE SUPPLIES

Description	UNIT	Quantity	PRICE	TOTAL
Ballpen Black	piece	275		
Ballpen Blue	piece	230		
Ballpen w/ Holder (BLK)	piece	55		
Bands, Rubber (Big)	box	10		
Battery, AA	piece	100		
Battery, AAA	piece	100		
Binder , Ring 1"	piece	35		
Binder, Ring 1/2"	piece	65		
Binder, Ring 3/4"	piece	50		
Book, Record 300pages	piece	15		
Book, Record 500pages	piece	18		
Book, Note (STENO)	piece	5		
Clamp, Paper 1 1/4"	box	41		
Clamp, Paper 1"	box	95		
Clamp, Paper 1/2"	box	16		
Clamp, Paper 2"	box	77		
Clamp, Paper 3/4"	box	13		
Clip Board (Plastic) Long	piece	45		
Clip, Paper (Big)	box	92		
Clip, Paper (Small)	box	92		
Columnar Notebook, 5-Columns	piece	5		
Cutter, Paper	piece	70		
Cutter, Blade Refill	box	30		
Dater Stamp	pcs	11		
Divider, File A4	pack	90		
Divider, File Long	pack	60		
Divider, File Short	pack	55		
Envelope, Brown, Long	piece	700		
Envelope, Brown, Short	piece	570		
Envelope, Brown, Expanding Long	piece	420		
Envelope, Brown, Expanding Short	piece	100		
Envelope, Mailing (White)	piece	500		
Envelope, Mailing (White) Short	piece	100		
Fastener (Metal)	box	15		
Fastener (Plastic)	box	65		
File, Arch 2" 55mm	piece	125		
File, Arch 3" Long	piece	205		
Film Laminating	roll	9		
Flag, Big 4x6	pcs	15		
Flag, Small 3x5	pcs	20		
Folder Long (White)	piece	495		
Folder Short (White)	piece	495		
Folder, Green Expanding	piece	285		
Form, Continuous 11x9-1/2, 3-ply	box	20		

Glue (Big) 225g	bot	7		
Glue (Small) 40g	bot	45		
Glue (Half Gal)	gal	1		
Holder, Certificate A4	piece	145		
Holder, Certificate Long	piece	25		
Ink, Self Inking Stamp (Black)	bot	1		
Ink, Stamp pad (Blue)	bot	6		
Ink, Stamp Pad (Black)	bot	3		
Ink, Stamp Pad (Red)	bot	1		
Ink, Whiteboard Black (Broad)	piece	1		
Ink, Whiteboard Blue (Broad)	piece	1		
Ledger, (2 columns)	piece	15		
Marker, Highlighter (Green)	piece	10		
Marker, Highlighter (Orange)	piece	13		
Marker, Highlighter (Yellow Green)	piece	23		
Marker, Highlighter (Blue)	piece	10		
Marker, Highlighter (Pink)	piece	5		
Marker, Permanent Red (Broad)	piece	15		
Marker, Permanent Black (Broad)	piece	49		
Marker, Permanent Blue (Broad)	piece	39		
Marker, Whiteboard Black (Broad)	piece	25		
Marker, Whiteboard Blue (Broad)	piece	20		
Marker, Whiteboard Red (Broad)	piece	20		
Marker, Whiteboard Green (Broad)	piece	20		
Pad, Mouse	piece	20		
Pad, Stamp #1	piece	5		
Pad, Stamp #3	piece	7		
Paper Board, Ivory, A4	pack	35		
Paper Board, Ivory, Long	pack	60		
Paper Board, Ivory, Short	pack	35		
Paper Board, White, A4	pack	60		
Paper Board, White, Long	pack	40		
Paper Board, White, Short	pack	5		
Paper Book, A3	ream	10		
Paper Book, A4	ream	254		
Paper Book, Long #20	ream	205		
Paper Book, Long #18	ream	50		
Paper Book, Short #18	ream	80		
Paper Book, Short #20	ream	202		
Paper, Carbon (Blue)	box	8		
Paper, Construction (Pink)	ream	9		
Paper, Construction (Assorted)	ream	1		
Paper, Construction (yellow/orange)	ream	10		
Paper, Construction (Blue)	ream	1		
Paper, Photo A4	pack	45		
Paper, Photo A4 (Glossy)	pack	10		
Paper, Photo Long (Glossy)	pack	10		
Paper, Sticker, Long	pack	51		
Paste	tub	25		

Pen, Sign (Black) i-gel 0.5mm	piece	149		
Pen, Sign (Black) i-gel 0.7mm	piece	109		
Pen, Sign (Blue) i-gel 0.5mm	piece	84		
Pen, Sign (Blue) i-gel 0.7mm	piece	69		
Pencil	piece	238		
Post It/Index Arrow (42mmx12mm)	pack	42		
Post It/Sticky Notes 1 1/2X 2	pack	15		
Post It/Sticky Notes 3x1	pack	22		
Post it/Sticky Notes 3x2	pack	22		
Post it/Sticky Notes 3x3	pack	20		
Post it/Sticky Notes 5x8	pack	15		
Post It/Sticky Notes 4x6	pack	20		
Post It/Sticky Notes SIGN HERE	pack	65		
Puncher	piece	12		
Push Pins	box	15		
PVC Cover, (A4), Clear	pack	1		
PVC Cover, (Long), Clear	pack	1		
Rubber, Eraser	piece	37		
Stick, Glue (Solid) 21g	piece	75		
Storage Box with Cover	pcs	18		
Tape, Correction	piece	302		
Tape, Double Sided (Green)	roll	67		
Tape, Double Sided (White)	roll	42		
Tape, Duct 2" (Gray)	roll	17		
Tape, Electrical	roll	4		
Tape, Masking 1"	roll	78		
Tape, Masking 2"	roll	52		
Tape, Masking 3"	roll	3		
Tape, Masking 4"	roll	10		
Tape, Packaging 2"	roll	100		
Tape, Scotch 1"	roll	98		
Tape, Scotch 2"	roll	78		
Tape, Scotch 3"	roll	13		
Thumb Tacks	box	10		
Wire, Staple No. 35	box	110		
Wax, Counting Machine	pcs	15		
Calculator	piece	8		
Cashbox	piece	1		
Computer Mouse	piece	7		
Document Tray (Metal) 3 Layer	piece	22		
Ruler 12"	piece	35		
Scissor	piece	72		
Stapler	piece	5		
Staple Remover, Plier Type	piece	3		
Tape, Scotch Dispenser	piece	6		

TOTAL PRICE _____

TECHNICAL SPECIFICATIONS

- I. Project Title: **Procurement of Office Supplies for PMO Agusan Use**
- II. Total Budget:

The total budget for the project amounts to Four Hundred Sixty-Nine Thousand Nine Hundred Twenty-Nine Pesos (PHP 469, 929.00). The said budget is included in the Corporate Budget for CY 2026
- III. Scope of the Project:

Supply and Delivery of Office Supplies at Port Management Office of Agusan, Talisay, Nasipit, Agusan del Norte
- IV. Detailed Specifications:

See Annex A
- V. Manpower Requirements:

The supplier must assign a Point Person who will handle/ facilitate the requests for the supply and delivery of the goods. Contact details of this Point Person must be given to the Port Management Office of Agusan upon commencement of the project.
- VI. Support Service Requirements:

Not Applicable for this project
- VII. Warranty and After-Sales Service Requirement

The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship, or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of destination.
- VIII. Brand:

Not Applicable for this project
- IX. Drawings/Plans and other necessary information

Not Applicable for this project
- X. Schedule and place of delivery

The winning supplier must supply and deliver the goods to the Port Management Office of Agusan, Talisay, Nasipit, Agusan del Norte, within Thirty (30) days after receipt of the purchase order.

XI. Terms of Payment

- a. Payment shall be made within 7 days upon completion of delivery and upon submission of the supporting documents for payment processing (e.g., delivery receipt, sales invoice, billing statement, warranty certificate if applicable, and other documents required in these technical specifications).
- b. Payment shall be subject to applicable taxes, auditing and accounting rules and regulations, and existing rules and regulations of the Philippine Ports Authority relative to payment of procurement contracts.

XII. Responsibilities of the End-User Unit during project implementation

The Port Management Office of Agusan shall perform its duties and responsibilities stated in these Technical Specifications.

XIII. Penalty for Delay

When the winning bidder fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the Philippine Ports Authority liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by Port Management Office of Agusan. PMO Agusan need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

XIV. Documentary Requirements

- a. Valid Mayors/Business Permit
- b. Omnibus Sworn Statement (NGPA Form)
- c. BIR Form No. 2303 (Certificate of Registration)
- d. DTI Certificate of Business Name Registration/SEC Registration

XV. Data Privacy

The winning bidder/supplier must comply with all the provisions of Republic Act No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations.

Prepared by:


GIDEON B. NACARIO
Procurement Officer B

Recommending Approval:


GEMMA G. CESAR
Division Manager A, AD ♀

Approved by:


ATTY. KAHLIL L. LAMIGO
Acting Port Manager