



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS
REQUEST FOR QUOTATION

RFQ No. PG-ZAM-2026-02-003

Dated: February 19, 2026

The **Philippine Ports Authority, Port Management Office of Zamboanga, PPA, PMO-Zamboanga** through its Bids and Awards Committee (BAC), invites suppliers to submit price quotation for the Project **One (1) Lot Supply of Labor and Materials for Various Printing Services, Document Scanning, Fabrication of Temporary Car Plate Number, CAD Plotting, and Binding for PPA, PMO-Zamboanga from April 01 to December 31, 2026** with Approved Budget for the Contract of **Two Hundred Thirty Thousand Four Hundred Thirty-Five Pesos (Php 230,435.00)** through **Section 34-Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your quotation duly signed by your authorized representative not later than **March 10, 2026 @, 2:00PM.** at the Administrative Division, 2nd floor, RT Lim Boulevard, Zamboanga City and address to:

JEZREL J. GESULGON

Chairperson

PPA, PMO-ZAMBOANGA-BAC

RT. Lim Boulevard, Port Area, Zamboanga City

Tel No. 991-2037, local 111

Interested supplier provider shall also submit a copy of the Following documents along with the RFQ on or before specified deadline.

- **2026 Mayor's/Business Permit;**
- **PhilGEPS Registration Number/ Certificate of Platinum Membership**
- **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative.

The Head of Procuring Entity (HOPE) of PPA, PMO-Zamboanga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any Clarification, you may contact us at telephone no. (062) 991-2037 local 111 or email at pmozamboanga@ppa.com.ph

JEZREL J. GESULGON

Chairperson, PMO-ZAMBOANGA-BAC

PORT MANAGEMENT OFFICE - ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; 991-0650 TeleFax (062) 991-2360;

Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph

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ANNEX "A"

INSTRUCTIONS

1. The PPA, PMO-Zamboanga shall validate whether it is entering into a contract with a technically, legally and financially capable supplier or contractor by requiring the submission of prescribed documentary documents.
2. Sealed Quotation together with documentary requirements shall be submitted before the above-mentioned deadline.
3. Do not alter the contents of this RFQ and Quotation Form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said quotation form, any erasure/s or interlineation/s shall be signed by the supplier/s.
4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

TERMS AND CONDITIONS

1. Accomplish this RFQ Form/Quotation form correctly and accurately.
2. Any interlineations, erasures, or over writing shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
3. All price quotations shall be valid for a period of Forty-Five (45) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Award of contract shall be made to the Lowest Calculated Quotation which complies the technical specifications, requirements and other terms and conditions stated herein.
6. The Item/s shall be delivered according to the requirements specified/ accepted offer of the bidder.
7. The procuring entity or its authorized representative shall have the right to inspect and/or test the goods, at no additional cost to the procuring entity, to verify their conformity with the technical specifications, in accordance with the provisions of the Generic Procurement Manual.
8. Liquidating damages equivalent to one-tenth of one (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA, PMO-Zamboanga may terminate the contract/PO 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.
9. All transactions are subject to withholding of creditable Value Added Tax (VAT), and other applicable taxes and other charges as may be applicable under relevant laws, and regulations.
10. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA 12009 and its IRR.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, i.e., Billing Statement, Delivery receipt, by the supplier, in accordance with existing government accounting rules and regulations.
12. The RFQ, Purchase Order, TOR, and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

CONFORME:

*Signature Over Printer Name of the
Supplier's Authorized Representative*

Designation

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PRICE QUOTATION

2026-03-007

Date

JEZREL J. GESULGON

Chairperson, PMO-Zamboanga
Philippine Ports Authority
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

Sir:

After having carefully read and accepted the Instructions and Terms and Conditions of this RFQ, I/We submit our Quotation/s for the items as follows:

Item	Description/Minimum Technical Specifications	Quantity	Statement of Compliance (Please state 'Comply' or 'Not Comply' for each specification)	Offer Price per unit	Total Offered price per item
	Supply of Labor and Materials for Various Printing Services, Document Scanning, Fabrication of Temporary Car Plate Number, CAD Plotting, and Binding for PPA, PMO-Zamboanga from April 01 to December 31, 2026.	1LOT			
	Photocopy (Clear Copy) Black & White, 70 GSM				
	- Legal Size;	2,000			
	- Letter/A4 size	2,000			
	Digital Blue Printing				
	- Size: 20" x 30" (non ammonia paper - Blue printing of various DED/As-built plans)	195			
	- Size: 36" x 48" (non ammonia paper - Blue printing of various DED/As-built plans)	10			
	White Printing				
	- Size: 20" x 30" (B/W) (non acid paper - White printing of various Topographic/Hydrographic Surveys, PZD, Port Land Use Scheme (PLUS), etc.)	20			
	- Size: 36" x 48" (B/W) (non acid paper - White printing of various Topographic/Hydrographic Surveys, PZD, Port Land Use Scheme (PLUS), etc.)	10			
	Colored Printing, 70GSM				
	- Letter/A4	1,000			
	- Legal Size	100			
	Black and white Printing,70 GSM				
	- Letter/A4	2000			
	- Legal Size	2000			
	Binding				
	- Soft bound, ordinary cartolina cover	20			
	- Spiral	35			
	Riso/Duplo Printing, 70GSM/ Ream				
	- Legal Size;	10			
	- Letter/A4 size	150			
	CAD Plotting				
	- 20"x30" size, non acid tracing paper - CAD Plotting of various DED/As-built plans	33			
	- Size: 36" x 48" (Non acid tracing paper)	5			
	Tarpaulin Printing (Thick) per Square Foot	1600			

	Calling Card Printing	100			
	Fabrication of car plate (Temporary Plate)	5			
	Brochure Printing (Glossy)				
	Legal size	1000			
	Fabrication of Advertising/Sintra Board	500			
	Printing of Signage on Acrylic Board (1- Face Side)	500			
	Document Scanning (Max. 36" X 48" hardcopy file at 300-400DPI)	100			

FINANCIAL OFFER

TOTAL OFFERED QUOTATION	In Words:
	In Figures:

Signature Over Printed Name
(Authorized Representative/Owner)

Position/Designation

Name of Company

Email Address

Tel. No./CP No.



BAGONG PILIPINAS

TERMS OF REFERENCE

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ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR VARIOUS PRINTING SERVICES, DOCUMENT SCANNING, FABRICATION OF TEMPORARY CAR PLATE NUMBER, CAD PLOTTING, AND BINDING FOR PPA, PMO-ZAMBOANGA FROM APRIL 01 TO DECEMBER 31, 2026.

I. INTRODUCTION

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga) intends to procure Various Printing Services, Document Scanning, Fabrication of Temporary Car Plate Number, CAD Plotting, and Binding. This services are intended to ensure the continuous and efficient delivery of administrative and operational support services of the Office.

II. APPROVED BUDGET FOR THE CONTRACT

The Total Approved Budget for the Contract (ABC) for this procurement is **Two Hundred Thirty Thousand Four Hundred Thirty-Five Pesos (Php 230,435.00)**, inclusive of all applicable government taxes.

III. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement (SVP) as provided for in Section 34 of the New Government Procurement Act 12009.

IV. CONTRACT PERIOD

The contract shall commence from April 01, 2026 to December 31, 2026. Such term is renewable upon mutual agreement of the parties, subject to the same terms and conditions as herein provided.

V. SERVICE COVERAGE

1.The service provider shall supply the following various printing services, document scanning, fabrication of temporary car plate number, cad plotting, and binding as detailed below:

ITEM NO.	SCOPE OF WORK
1	Photocopy (Clear Copy) Black & White, 70 GSM <ul style="list-style-type: none"> - Legal Size; - Letter/A4 size
2	Digital Blue Printing <ul style="list-style-type: none"> - Size: 20" x 30" (Non ammonia) - Size: 36" x 48" (Non ammonia)
3	White Printing <ul style="list-style-type: none"> - Size: 20" x 30" (B/W) (Non acid paper) - Size: 36" x 48" (B/W) (Non acid paper)

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4	Colored Printing, 70GSM - Letter/A4 - Legal Size
5	Black and white Printing, 70 GSM - Letter/A4 - Legal Size
6	Binding - Soft bound, ordinary cartolina cover - Spiral
7	Riso/Duplo Printing, 70GSM - Legal Size; - Letter/A4 size
8	CAD Plotting - Size: 20" x 30" (Non acid tracing paper) - Size: 36" x 48" (Non acid tracing paper)
9	Tarpaulin Printing (Thick)
10	Calling Card Printing
11	Fabrication of car plate (Temporary Plate)
12	Brochure Printing (Glossy) -Legal size
13	Fabrication of Advertising/Sintra Board
14	Printing of Signage on Acrylic Board (1- Face Side)
15	Document Scanning (Max. 36" X 48" hardcopy file at 300-400DPI)

2. The service provider shall comply everything indicated in this TOR and what has been poorly done, must be undone at its own expense.

3. PPA shall deliver all approved purchase order together with its related supporting documents/papers to the office of the supplier.

4. All accomplished purchase order shall pick-up by PPA personnel from the address of the supplier. Pick- up time shall be made during office hours (8:00am to 5:00pm, Monday to Friday, except holidays).

5. This Contract is based on actual work provided by the Supplier and shall be on **need basis only**. The total amount of the contract shall not exceed Two Hundred Thirty Thousand Four Hundred Thirty-Five Pesos (**Php 230,435.00**).

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