



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS
REQUEST FOR QUOTATION

RFQ No. PG-ZAM-2026-02-006

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 and Delivery of 5 - Gallon and 350 ml Bottled Purified Drinking Water for PPA, PMO-Zamboanga from April 01 to December 31, 2026** with Approved Budget for the Contract of **Two Hundred Twenty-Two Thousand Two Hundred Sixteen Pesos (Php 222,216.00)** 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 may be submitted in lieu of Mayor's Permit;**

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

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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
2026-03-006

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 and Delivery of 5 - Gallon and 350 ml Bottled Purified Drinking Water for PPA, PMO-Zamboanga from April 01 to December 31, 2026..	1LOT			
	A. 5-Gallon Purified Drinking Water	4,928			
	B. 350ml Bottled Purified Drinking Water	7,200			
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.



TERMS OF REFERENCE

ONE (1) LOT SUPPLY AND DELIVERY OF 5 - GALLON AND 350ML BOTTLED PURIFIED DRINKING WATER 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) requires a reliable supplier for the supply and delivery of purified drinking water. This procurement involves providing 5-gallon round containers and 350 ml bottled water. The objective is to ensure a consistent and reliable supply of clean, safe and healthy drinking water for PPA, PMO-Zamboanga's offices and facilities.

II. APPROVED BUDGET FOR THE CONTRACT

The Total Approved Budget for the Contract (ABC) for this procurement is **Two Hundred Twenty-Two Thousand Two Hundred Sixteen Pesos (Php 222,216.00)**, inclusive of all applicable government taxes and fees.

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

The scope of this contract shall include services for the provision and delivery of purified drinking water in round containers (5-gallons) and 350 ml bottled water as detailed below:

- 1.) Delivery of **4,928 Purified Drinking Water in 5-gallons Container**, including its provision and free use of its containers) every Monday and Thursday of the week, minimum of 10 containers per Division per week; and
- 2.) Delivery of **7,200 bottled of Purified Drinking Water in 350 ml per bottled** based on actual needs.
- 3.) Regularly maintain and replace containers to ensure hygiene and safety.
- 4.) Ensure that the water meets all health and safety standards for drinking water.
- 5.) All water containers must be non-toxic, dent-free, leak free and with shrink-wrap cap, if a bottle's cap is found to be broken, it will be exchanged with a new one.

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- 6.) The Supplier shall pass the test and submit a copy of monthly **Microbiological/Bacteriological Test Report** issued by DOH accredited laboratory; **Physical/Chemical Examination Test Result** (every 6 months) and **Certificate of Potability** issued by City Health Office.
- 7.) Provide and deliver door-to-door every **Monday and Thursday** of the week at its office address of PPA specifically in the following locations:

Responsibility Units	Location
1. Port One Stop Shop (POSS)	PPA-Administration Bldg., 1 st Floor
2. Finance Division	-do-
3. Finance Assessment/Collection	-do-
4. PSD-Staff Room	-do-
5. PSD Marine and Terminal Office	-do-
6. Administrative Division	PPA-Administration Bldg., 2 nd Floor
7. Office of the Port Manager	-do-
8. Conference Room-Lobby	-do-
9. Engineering Services Division (ESD)	PPA-Administration Building, 3 rd Floor
10. Commission on Audit (COA)	-do-
11. BDMO Section	-do-
12. PSD-Harbor Master	PPA-Administration Building, 4 th Floor
13. PM's Quarter	Multi-purpose Court
14. GAD Center	-do-
15. GAD Center (Utility Workers Mess Hall)	-do-
16. Powerhouse	Powerhouse Building, Port Area
17. ESD Field Office	Side of Powerhouse Bldg. Port Area
18. Port Police Division(PPD) - 1 st Floor	PPD Office, Port Area
19. Port Police Division (PPD) - 2 nd Floor	PPD Office, Port Area
20. Temporary Passenger Terminal Building I	PTB I Building, Port Area

- 8.) The Purified Water at 350 ml per bottle, shall be ordered on need basis only.

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9.) This TOR 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 Twenty-Two Thousand Two Hundred Sixteen Pesos (Php222,216.00)**;

VI. TERMINATION OF CONTRACT

The following shall be considered as justifiable grounds to terminate the contract, to wit:

- 1.) End of contract term;
- 2.) Violation of any of the terms and conditions hereof, shall give PPA the right to pre-terminate the contract, including, but not limited to:
 - a) Unsatisfactory service; and
 - b) Delay in the delivery of supplies covered by this TOR, unless, the delay is for justifiable grounds.

In case of pre-termination of contract due to the fault of the Supplier without, or after incurring delay, without justifiable grounds, a reduction of the contract price shall be made in proportion to the work actually completed.

PPA shall inform the Supplier by giving at least fifteen [15] calendar days' written notice in advance to that effect, which Notice shall be final and binding on both parties.

Within thirty (30) days after termination, cancellation or rescission of this Contract, the Parties shall settle their respective accountabilities as of the date of termination, cancellation or rescission. The action for termination, cancellation or rescission may be done without need of judicial action.

VII. TERMS OF PAYMENT

1. Statement of Account and receipts shall be submitted within the first week of the succeeding month.
2. Payment shall be process upon complete receipt of the Statement of Account and Invoices for the month.
3. All transactions are subject to withholding or creditable Value Added Tax (VAT), as may be applicable per Revenue Regulation NO.10-93.

VIII. QUALIFICATIONS OF THE SERVICE PROVIDER

The service provider must meet the following qualifications:

1. Experience
At least three (3) years of experience in supplying purified drinking water to government agencies, corporate clients, or similar large organizations.

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2. Permits and Licenses

- Valid Mayor's permits
- PhilGEPS Number/Certificate of PhilGEPS Registration.
- Latest Physical and Chemical Test Results from DOH accredited.
- Latest Microbiological/Bacteriological Test Report issued by DOH accredited.
- Latest Certificate of Potability from CHO
- Certificate of satisfactory service of completed contract/service/project from three (3) clients within the last three (3) years/month.

3. Capacity

- Adequate resources and logistics to ensure timely delivery.
- Ability to meet the minimum water requirements of PPA, PMO-Zamboanga.

IX. SUBMISSION REQUIREMENTS

Interested service providers must submit the following documents:

1. Technical Documents:

- Valid Mayor's permits
- PhilGEPS Number/Platinum Certificate of Registration.
- Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of 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.
- Latest Physical and Chemical Test Results from CHO.
- Latest Microbiological/Bacteriological Test Report issued by DOH accredited
- Latest Certificate of Potability from CHO
- List of previous and current clients with Certificate of satisfactory service rating of completed contract/service/project from three (3) clients within the last three (3) years/month.

2. Financial Documents:

- Quotation/Proposal

X. CONTACT INFORMATION

For further inquiries and submission of proposals, please contact:

MS. REINA MECHELLE A. RENTUTAR

Supervising Supply Officer

Philippine Ports Authority, Port Management Office of Zamboanga

RT Lim Boulevard, Zamboanga City

Email: necitabhalim@gmail.com

Contact Number: (062) 991-2037 Loc. 111

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XI. RESERVATION CLAUSE

The HOPE reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time before contract award, in accordance with Section 70 of R.A 12009 and its IRR, without there by incurring any incurring any liability to the affected bidder or bidders.

Prepared by:

REINA MEHELLE A. RENTUTAR
Supervising Supply Officer

Reviewed by:

AISHAR Y. HADJIRUL
Division Manager A

Approved by:

ARCIDI S. JUMAANI
Port Manager

CONFORME:

Signature Over Printer Name

Designation

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Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, **[Name of Affiant]**, of legal age, **[Civil Status]**, **[Nationality]**, and with residence at **[Address of Affiant]**, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of **[Name of Bidder]** with office address at **[Address of Bidder]**;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of **[Name of Bidder]** with office address at **[Address of Bidder]**;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of **[Name of Bidder]** with office address at **[Address of Bidder]**;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of **[Name of Bidder]**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **One (1) Lot Supply and Delivery of 5 - Gallon and 350 ml Bottled Purified Drinking Water for PPA, PMO-Zamboanga from April 01 to December 31, 2026** of the **Philippine Ports Authority, PMO-Zamboanga** *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **One (1) Lot Supply and Delivery of 5 - Gallon and 350 ml Bottled Purified Drinking Water for PPA, PMO-Zamboanga from April 01 to December 31, 2026** of the **Philippine Ports Authority, PMO-Zamboanga**, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. **[Name of Bidder]** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **[Name of Bidder]** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

- ***If sole proprietorship*** : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- ***If partnership*** : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- ***If cooperative***: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- ***If corporation, or joint venture***: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- ***In case of corporations: [Name of Bidder]*** declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - ***In case of Foreign Bidders: [Name of Bidder]*** submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. ***[Name of Bidder]*** complies with existing labor laws and standards; and
9. ***[Name of Bidder]*** is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental Bid Bulletin(s) issued for the **One (1) Lot Supply and Delivery of 5 - Gallon and 350 ml Bottled Purified Drinking Water for PPA, PMO-Zamboanga from April 01 to December 31, 2026.**

10. **[Name of Bidder]** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to **[Name of Bidder]**, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her ***[insert type of government identification card used]***, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.



ACKNOWLEDGEMENT RECEIPT OF BID/CANVASS PAPERS

This is to certify that I have received from the canvasser of the Philippine Ports Authority, PMO-Zamboanga this City, a copy of Canvass /Bid No. **2026-03-006** dated March 02, 2026 as indicated by my signature hereunder.

Bidders/Supplier's (Company Name)	Print Name (Representative)	Signature of Bidder	Contact Number	Date Received

I hereby certify that I have delivered a copy of Canvass/Bid No. **2026-03-006** dated March 02, 2026 to be opened on **March 10, 2026 at 2:00 PM** to the above dealers/bidders.

NECITA B. HALIM
Procurement Officer
Canvasser

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