



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS **REQUEST FOR QUOTATION**

RFQ No. PG-ZAM-2026-02-002

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 Snacks/Meals for Various Meetings and Conferences of PPA, PMO-Zamboanga from April 01 to December 31, 2026** with Approved Budget for the Contract of **Five Hundred Fifty-Eight Thousand Pesos (Php 558,000.00)** 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

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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

2026-03-005

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 Snacks/Meals for Various Meetings and Conferences of PPA, PMO-Zamboanga from April 01 to December 31, 2026.	1LOT			
	A. SNACKS (Halal) 1 - Light meal 1- Soda/fruit juice-290ml * Choice of tuna/chicken sandwich; kakanin; pasta with bread/burger/hotdog; pancakes; Fresh Lumpia	1,800 pax			
	B. MEALS (Halal) 2 - Viands (any two main course, beef, chicken, & seafood's) 1 - Vegetable/noodle 1 - Plain Rice 1 - Soda/fruit juice (290ml) 1 - Dessert any	1,800pax			
FINANCIAL OFFER					
TOTAL OFFERED QUOTATION		In Words:			
		In Figures:			
Delivery Period:					
During actual conduct of Meetings and conferences of PPA, PMO-Zamboanga from April 01 to December 31, 2026.					
<i>Note: Please see/refer to attached TOR for details</i>					

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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ANNEX "C"



ONE (1) LOT- SUPPLY OF SNACKS AND/OR MEALS FOR VARIOUS MEETINGS AND CONFERENCE OF PPA, PMO-ZAMBOANGA FROM APRIL 01 TO DECEMBER 31, 2026

I. INTRODUCTION

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga) seeks to engage a qualified and experienced caterer to provide snacks and/or meals during various meetings and conferences, scheduled from April 1 to December 31, 2026.

II. APPROVED BUDGET FOR THE CONTRACT

The Total Approved Budget for the Contract (ABC) for this procurement is **Five Hundred Fifty-Eight Thousand Pesos (Php558,000.00)**, 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

The coverage of this service contract shall include of supply of snacks and/or packed meals as detailed below:

QUANTITY	DESCRIPTION	DATE OF DELIVERY
Actual participants (1,800 pax)	1. For Snacks/pax (Halal) 1 - Light meal 1- Soda/fruit juice <i>(Choice of tuna/chicken sandwich/kakanin/pasta with bread/burger/hotdog/pancakes/Fresh Lumpia)</i>	During actual conduct of meetings/conferences
Actual participants (1,800 pax)	2. For Packed Meal (Halal) 2 -Viands (any two main course, beef, chicken, & seafood's) 1 - Vegetable/noodle 1 - Plain Rice 1 - Soda/fruit juice 1 - Dessert any	During actual conduct of meetings/conferences

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TERMS OF REFERENCE

1. Provision of Snacks and/or Meals:

- Supply and deliver snacks and /or meals for various meetings and conferences as per the schedule provided by PPA, PMO-Zamboanga.
- Ensure that the food is fresh, nutritious, Halal, and hygienically prepared.

2. Menu Requirements

Provide a variety of menu options, including but not limited to:

- Morning snacks
- Lunch
- Afternoon snacks
- Cater to dietary restrictions and preferences, including vegetarian, vegan, halal, and others as specified.

3. Delivery and Setup

- Deliver snacks and/or meals to PPA, PMO-Zamboanga Office on time.
- Set up food service stations, ensuring they are presentable and well-organized.
- Provide necessary utensils, plates, and napkins (single-use plastic is not permitted).

4. Clean-Up

- Ensure that all food service areas are cleaned up after each event.
- Properly disposed of any waste generated from the food service.

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 **Five Hundred Fifty-Eight Thousand Pesos (Php558,000.00)**.

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 snacks/meals, 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.

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