



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

RFQ No. PG-ZAM-2026-02-007

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 **One (1) Lot Supply of Labor for the Minor Repair and Maintenance Services of Office Motor Vehicles of PPA, PMO-Zamboanga from April 01 to December 31, 2026** with Approved Budget for the Contract of **Three Hundred Fifty-Four Thousand Four Hundred Pesos (Php 354,400.00)** 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 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 "X" 1

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 Canvass 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 canvass 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

2026-03-011

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	Quantity	Statement of Compliance (Please state ' Comply" or "Not Comply" for each specification)	Total Offered Price
	Supply of Labor for the Minor Repair and Maintenance Services of Office Motor Vehicles of PPA, PMO-Zamboanga from April 01 to December 31, 2026	1LOT		
	Attachments:			
	1. Instruction to Bidders and Terms and Conditions.			
	2. Terms of Reference			
	3. Price Schedule of Service Vehicle			
	4. Omnibus Sworn statement			
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.



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TERMS OF REFERENCE

ONE (1) LOT SUPPLY OF LABOR FOR THE MINOR REPAIR AND MAINTENANCE SERVICES OF OFFICE MOTOR VEHICLES OF PPA, PMO-ZAMBOANGA FROM APRIL 01 TO DECEMBER 31, 2026.

I. INTRODUCTION

The Philippine Ports Authority (PPA), Port Management Office - Zamboanga (PMO-Zamboanga) seeks to engage service provider to provide motor vehicle repair and maintenance services on a labor-only basis. To maintain operational efficiency and ensure that the vehicles are kept in good working condition to support the PMO-Zamboanga smooth operations 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 **Three Hundred Fifty-Four Thousand Four Hundred Pesos (Php 354,400.00)**, 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. SCOPE OF SERVICE

A. The Service Provider shall provide skilled labor for the following services:

1. Engine Diagnostics
2. Replacement of Fan Belt
3. Replacement of Brake Lining Shoe/Pad (F/R & L/R)
4. Check/Repair of Brakes
5. Replacement of Clutch Repair Kit (upper/lower)
6. Replacement of Brake Repair Kit (F/R & L/R)
7. Change Engine Oil & Filter
8. Replacement of Engine & Cabin Air Filter
9. Tire Rotation
10. Wheel Balancing
11. Wheel Alignment
12. Vehicle Air Conditioner Cleaning
13. Cabin Filter Cleaning
14. Bolt Tightening

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TERMS OF REFERENCE

15. Cleaning of Rear Brakes (F/R & L/R) per tire
16. Engine Cleaning
17. Under Chassis Cleaning & Lubrication
18. Replacement of Vehicles Lights-Bulb (signal,parking &tail lights)
19. Car Washing with waxing and Vacuum
20. Turbo Cleaning
21. Exhaust System Cleaning

B. The services shall be done at the office address of the supplier specifically on the following office motor vehicles:

Qty.	Unit	Description	Model	Plate Number
1	unit	Toyota Tamaraw FX-HSPU	2002	SHA-436
1	unit	Isuzu Crosswind	2002	SHL-746
1	unit	Isuzu, Hi-Lander	2013	SGD-282
1	unit	Toyota Fortuner	2014	SKZ-585
1	unit	Toyota Hi-Lux Pick-up	2017	SAB-4346
1	unit	Toyota Hi-Ace GL Grandia,IE 7	2017	SAB-4355
1	unit	Mitsubishi Montero 2.4 A/T	2018	NAP-4981
1	unit	Isuzu D-Max Pick-up	2020	D1-V540
1	unit	Isuzu Toyota Hi Lux FX	2021	SOL-571
1	unit	Isuzu Manlift	2021	D2-D185
1	unit	Toyota Hi-Lux Pick-up 2.4L	2022	S6-G951
1	unit	Isuzu Truck with crane	2023	NLF-1899
1	unit	Toyota Hi-Ace Commuter Delux	2023	SND-2260
1	unit	Toyota Hi-Lux FX	2023	SND-2282
14				

C. The said service shall be on **need basis only**. Only office motor vehicles that need the said services shall be considered. Comply everything indicated in this TOR and what is poorly done, must be undone at its own expenses within seven (7) days.

D. No parts shall be replaced without prior written approval.

E. PPA, PMO-Zamboanga will supply all required spare parts and materials.

F. The Service Provider shall provide tools, equipment, and skilled technicians.

G. PPA, PMO-Zamboanga shall deliver to the office address of the supplier all motor vehicles for repair and shall pick up the same, upon completion of work. In case of breakdown/trouble, the supplier can be reached within regular working hours (8:00am to 5:00pm) Monday to Friday.

H. PPA, PMO-Zamboanga shall pay the expenses for the service rendered based on the actual repair of all the motor vehicles undertaken by the supplier which shall be made at the end of the month and process payment after receipt of the Statement of Account from the Supplier.

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I. 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)**.

VI. WARRANTY ON SERVICES

A One (1) month warranty shall be given in case of any defect in repair services provided by the Supplier, which shall be free of charge, counted from date of completion of the work performed.

VII. 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 Unsatisfactory service.

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.

VIII. QUALIFICATION OF THE SERVICE PROVIDER

1. Experience

At least three (3) years of experience in providing minor repair and maintenance services for motor vehicles.

2. Eligibility Requirements:

- Current and valid Mayor's Permits
- PhilGEPS Number/Certificate of PhilGEPS Registration
- Omnibus Sworn Statement

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Additional Requirements:

- BIR Certificate of Registration (2303)
 - SEC or DTI Certification to prove that it has been engaged in the business for at least Three (3) years.
 - Certificate of satisfactory services for at least 3 clients, government and/or private.
3. Capacity
- Qualified and certified mechanics/technicians.
 - Capability to provide services on-site and/or off-site as required.

IX. SUBMISSION REQUIREMENTS

Interested suppliers must submit the following documents:

1. Technical Proposal:
 - Company profile
 - Certifications and qualifications of mechanics/technicians
 - List of previous and current clients
 - Valid Mayor's Permit
 - PhilGEPS Number/Platinum Certificate of Registration.
 - Satisfactory Rating from previous clients
2. Financial Proposal:
 - Detailed cost breakdown
3. Additional Documents:
 - BIR 2303

X. TERMS OF PAYMENT

1. Submit the Statement of Account for all the repair and cost of replaced materials incurred by PPA after end of the month. The said statement shall be submitted within the first week of the succeeding month.
2. PPA, PMO-Zamboanga, shall pay the service provider upon completion of the services rendered and upon receipt of the statement of account/Billing statement and other submittals required in the service contract.
3. All transactions are subject to withholding or creditable Value Added Tax (VAT), as may be applicable per Revenue Regulation NO.10-93.

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XI. CONTACT INFORMATION

For further inquiries and submission of proposals, please contact:

REINA MECHELLE A. RENTUTAR

Supervising Supply Officer

Philippine Ports Authority, Port Management Office of Zamboanga

RT Lim Boulevard, Zamboanga City

Email: rmarentutar@ppa.com.ph

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

XII. 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:

Reviewed by:


REINA MECHELLE A. RENTUTAR
Supervising Supply Officer


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 of Labor for the Minor Repair and Maintenance Services of Office Motor Vehicles of 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 of Labor for the Minor Repair and Maintenance Services of Office Motor Vehicles of 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 of Labor for the Minor Repair and Maintenance Services of Office Motor Vehicles of 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. **2026-03-011** dated March 03, 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. **2026-03-011** dated March 03, 2026 to be opened on **March 10, 2026 at 2:00 PM** to the above dealers/bidders.


NECITA B. HALIM
 Procurement Officer
 Canvasser

