



PHILIPPINE
PORTS
AUTHORITY



BAGONG PILIPINAS

REQUEST FOR QUOTATION

RFQ No. PG-ZAM-2026-05-024

Dated: May 25, 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 Petroleum Fuel, Oil, and Lubricants (POL) Products for PPA, PMO-Zamboanga from July 01 to September 30, 2026** with Approved Budget for the Contract of **Four Hundred Sixty-Eight Thousand Pesos (Php 468,000.00)** 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 **June 09, 2026 @, 2:00PM** at the Administrative Division, 2nd floor, RT Lim Boulevard, Zamboanga City.

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

Posting Date: June 5-9, 2026

PORT MANAGEMENT OFFICE - ZAMBOANGA

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

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**INSTRUCTIONS****BAGONG PILIPINAS**

1. Accomplish this Request for Quotation (RFQ) correctly and accurately.
2. Sealed Quotation Envelope 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.
5. Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required.
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 **Thirty (30) calendar days** from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
4. Quotation exceeding the Total 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.
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 complete 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 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
2026-05-024

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
	One (1) Lot Supplyt of Petroleum Fuel, Oil, and Lubricants (POL) Products for PPA, PMO- Zamboanga from July 01 to September 30, 2026	1LOT			
	Diesel Fuel	4,500 Ltrs			
	Gasoline	200 Ltrs			
	Lubricants				
	a. Engine Oil	11 Ltrs			
	b. Coolant	8 Ltrs			
	c. 2T Oil	7 per 100ml			
	d. HD 40	9 Ltrs			
	e. Gear Oil	5 Ltrs			
	f. Transmission Oil	4 Ltrs			
	f. Hydraulic Oil 68	6 pail			
	g. Brake Fluid	4 per 500 ml			
	h. Flushing Oil	8 per 500ml			
TOTAL OFFERED QUOTATION		In Words:			
		In Figures:			

Note: Please see/refer to attached TOR for details

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 OF PETROLEUM FUEL, OIL, AND LUBRICANT PRODUCTS TO PPA, PMO - ZAMBOANGA FROM JULY 01- SEPTEMBER 30, 2025

I. INTRODUCTION

The Philippine Ports Authority, PMO-Zamboanga, is seeking a reliable service provider/supplier within Zamboanga City to provide high-quality petroleum fuel, oil, and lubricant products. The supplier must ensure timely delivery, competitive pricing, and compliance with all relevant safety and environmental standards to support the efficient and continues operation of government vehicles and equipment.

II. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract (ABC) for this procurement is **Four Hundred Sixty-Eight Thousand Pesos (Php 468,000.00)**, 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 DURATION

The contract shall commence from **July 01, 2026 to September 30, 2026**. Such term is renewable upon mutual agreement of the parties, subject to the same terms and conditions as herein provided.

V. SCOPE OF WORK

1. Supply of petroleum fuel, oil, and lubricant products to PPA, PMO-Zamboanga from July 01, 2025 to September 30, 2026 to the following:

Qty	Unit	Description	Model	Plate No.
1	unit	Toyota Tamaraw FX-HSPU, Color-Ivory	2002	SHA - 436
1	unit	Isuzu Crosswind	2013	SGD-282
1	unit	Isuzu Crosswind (Gray)		SHL - 746
1	unit	Toyota Fortuner , SUV, Lithium	2014	SKZ-585
1	unit	Toyota Hi Ace GL Grandia, IE 7 Silver Metallic	2017	SAB - 4355

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1	unit	Toyota Hi Lux Pick Up, Silver Mettalic	2017	SAB-7346
1	unit	Mitsubishi Montero (Gray)	2018	NAP - 4981
1	unit	Toyota Hi-Lux FX	2020	SNJ-4101
1	unit	Isuzu D-Max Pick-up (Fire Rescue)	2020	SNJ-4405
1	unit	Isuzu Manlift	2021	SNJ-4378
1	unit	Toyota Hi-Lux Pick-up 2.4L	2022	SND-7266
1	unit	Isuzu, Multipurpose Vehicle with Hydraulic Crane, Arc White	2022	NLF-1899
1	unit	Toyota Hilux 2.4 FX with Rear AC	2024	SND-2282
1	unit	Toyota Hi-Ace 2.8 Commuter Deluxe	2024	SND-2260
1	unit	Rigid Bouyant Boat/Speed Boat		
2	units	Grass Cutter		
1	unit	Generator Set 10 KVA (Port Police Building)		
1	unit	Generator Set, Mobile, 50 KVA (Port Police Building)		
1	unit	Generator Set 75 KVA (Admin. Building)		
1	unit	Generator Set 500 KVA (Powerhouse)		
1	unit	Generator Set 853 KVA (Powerhouse)		
1	set	AKVO Atmospheric Water Generator (Powerhouse)		

2. Deliver of diesel to a minimum of 400 liters and maximum of 2,000 liters to Powerhouse, PPA, PMO-Zamboanga for Generator sets, grass cutter and rigid rubber boat.
3. The diesel and gasoline fuel will be withdrawn from the service provider's establishment through and approved withdrawal slip by the agency's authorized representative.
4. The Supplier must be responsible in the dispensing fuel and making available at all times for a period of Three (3) months;
4. The Supplier shall provide a Fuel Analysis Certification on every bulk delivery.
5. To comply with PPA Bunkering Procedure and Inspection.

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PROCEDURE DETAILS

1. The Powerhouse Staff/Authorized Representative applying for bunkering services (Fuel Delivery) shall notify the Chief Safety Officer/Authorized Representative in advance about the activity.
2. The Powerhouse Staff/Authorized Representative accomplish the Application for Bunkering Service Permit and Pre-Transfer Bunker Checklist secured from SEMS.
3. The Chief Safety Officer/Authorized Representative receives and evaluates the accomplished form and checklist.
4. The Chief Safety Officer/Authorized Representative approves Bunkering Permit, issues Bunkering Precautions Checklist.
5. The Chief Safety Officer/Authorized Representative monitors compliance with condition and requirements. Inspect work area.
6. The Fuel Delivery Representative/ Underground Storage Tank Representative starts bunkering, observing the general requirements/safety precautions.

Pre-transfer Bunker/Fuel

1. The Fuel Delivery Representative/ Powerhouse Staff shall post "Warning/Bunkering" signages in strategic locations of the bunkering area, and provide fire extinguishers on their respective truck.
2. The Fuel Delivery Representative/ Powerhouse Staff shall prohibit hot works or open flame within the vicinity of bunkering area and secure all potential sources of ignition.
3. The Fuel Delivery Representative / Powerhouse Staff shall ensure that the vehicle's engine is turned off during bunkering.
4. The Chief Safety Officer/Authorized Representative personnel shall prohibit hot works or open flame or "Smoking" within 50 meters' radius from the bunkering area and close the vehicular traffic in said area.

Actual Transfer of Bunker/Fuel Oil

1. The Fuel Delivery Representative/ Powerhouse Staff shall monitor the pressure gauges of hose lines from leaks and over pressure. Immediately stop the activity if leaking of fuel is observed and resume the activity only after the leak is appropriately repaired and the spilled fuel is completely removed/ cleaned.
2. The Chief Safety Officer/Authorized Representative personnel monitor the compliance with the conditions/requirements by the Fuel Delivery Representative/ Powerhouse Staff.

Post Transfer

The Chief Safety Officer/Authorized Representative personnel shall inspect the bunkering area for possible leak/spill of fuel and shall require the Fuel Delivery Representative/ Powerhouse Staff for immediate removal of spilled oil, if any.

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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 specific piece of work, 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.) Payment shall be made upon submission of complete required documents such as Statement of Account and Delivery Receipt for the month from the Supplier;
- 2.) Pay the expenses based on fuel pump price on the actual delivery of the Supplier;
- 3.) Statement of Account and Receipt shall be submitted within the **first week of the succeeding month**;
- 4.) Payment shall be subject to the following withholding taxes:
 - VAT Registered - Five Percent (5%) Creditable tax and two percent (2%) Expanded Tax.

VIII. SUBMISSION REQUIREMENTS

Interested suppliers must submit the following documents:

1. Technical Proposal:
 - BIR Certificate of Registration (BIR 2303)
 - Valid Business Permit
 - PhilGEPS Registration Certificate/ Red Registration Number
2. Financial Proposal:
 - Detailed cost breakdown
3. Additional Documents:
 - Other relevant permits and licenses to operate

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IX. 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

X. 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.

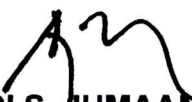
Prepared by:


REINA MECHELLE A. RENTUTAR
Supervising Supply Officer


Reviewed by:


AISHAR Y. HADJIRUL
Division Manager

Approved by:


ARCIDI S. JUMAANI
Port Manager

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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 No. 2026-05-021** dated May 25, 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 No. 2026-05-021** dated May 26, 2026 to the above dealers/bidders.

NECITA B. HALIM
Procurement Officer B
Canvasser

