



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

RFQ No. PG-ZAM-2026-10-038

Dated: October 13, 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 Lubricant Products for 4th Quarter of CY 2026 For PPA, PMO – Zamboanga** with Approved Budget for the Contract of **Three Hundred Eighty-Three Thousand Four Pesos (Php 383,400.00)** 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 **October 20, 2026 @, 2:00 P.M.** 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**
- **Omnibus Sworn Statement (OSS)** (duly notarized) and, if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Special Power of Attorney (SPA) for sole proprietorships/joint ventures;

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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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 Envelope 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.
5. Quotations received after the set deadline shall not be accepted.
6. Quotations, together with all required eligibility documents, may be submitted physically at PPA, PMO-Zamboanga BAC Secretariat.

TERMS AND CONDITIONS

1. Accomplish this Request for Quotation 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 Sixty (60) calendar days from the deadline of submission.
4. Quotations shall be denominated in Philippine Pesos (PhP) and must be inclusive of Value Added Tax (VAT), excise taxes, environmental fees, and all other applicable government duties, levies, and fees.
5. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the Lowest Calculated Quotation which complies the technical specifications, requirements and other terms and conditions stated herein.
7. Items and services delivered shall be inspected on scheduled dates by the authorized personnel of PPA PMO Zamboanga. Delivery shall be acknowledged upon confirmation of full compliance with 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 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.

CONFORME:

Signature Over Printer Name of the Supplier's Authorized Representative

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PRICE QUOTATION

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)	Total Offered Quotation (Inclusive of VAT)
	Supply of Petroleum Fuel, Oil, and Lubricant Products for 4th Quarter of CY 2026 for PPA, PMO-Zamboanga	One (1) LOT		
	1. Diesel Fuel - 3,400 liters maximun			
	2. Gasoline - 40 liters maximum			
	3. Lubricants			
	a. Engine Oil	10		
	b. Coolant	4		
	c. 2T Oil	1		
	d. HD 40	1		
	e. Gear Oil	1		
	f. Transmission Oil	1		
	g. Brake Fluid	1		
	h. Flushing Oil	1		
	Note: Please see/refer to attached TOR for details			

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Three Hundred Eighty-Three Thousand Four Hundred Pesos (Php 383,400.00)	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 PETROLEUM FUEL, OIL, AND LUBRICANT PRODUCTS FOR 4th QUARTER OF CY 2026 FOR PPA, PMO – ZAMBOANGA”

I. Introduction

The Philippine Ports Authority (PPA), Port Management Office (PMO) Zamboanga, invites qualified service providers and suppliers based within the city proper of Zamboanga City to submit proposals for the supply of high-quality petroleum fuel, oil, and lubricants. The successful contractor must demonstrate the capacity for punctual delivery, offer competitive pricing, and ensure rigorous compliance with all applicable safety and environmental regulations, thereby sustaining the uninterrupted and optimal performance of the agency's vehicular fleet and mechanized equipment.

II. Approved Budget for The Contract

The total Approved Budget for the Contract (ABC) for this procurement is **Three Hundred Eighty-Three Thousand Four Hundred Pesos (Php 383,400.00)**, 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 Duration

The contract shall be valid for a period of two (2) months, strictly commencing on **November 02, 2026, and ending on December 31, 2026**, or until the allocated budget is fully consumed, whichever comes first.

V. Scope of Work

The Supplier shall provide POL products (Diesel and Gasoline) for the following PMO-Zamboanga vehicles and equipment:

Qty	Unit	Description	Model	Plate No.
1	unit	Toyota Tamaraw FX-HSPU	2002	SHA - 436
1	unit	Isuzu Crosswind	2013	SGD-282
1	unit	Isuzu Crosswind	2002	SHL - 746

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1	unit	Toyota Fortuner , SUV,	2014	SKZ-585
1	unit	Toyota Hi Ace GL Grandia,	2017	SAB - 4355
1	unit	Toyota Hi Lux Pick Up	2017	SAB - 4346
1	unit	Mitsubishi Montero	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,	2022	NFL-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	Toyota Hi-Ace Deluxe	2026	SNL-1418
1	unit	Rigid Bouyant Boat/Speed Boat		
1	unit	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)		

5.1 The Supplier shall guarantee that all POL products provided meet the Philippine National Standards (PNS) for fuel quality;

5.2 The diesel and gasoline fuel will be withdrawn from the service provider's establishment through an approved withdrawal slip by the agency's authorized representative;

5.3 The Supplier must be responsible in dispensing fuel and making it available at all times for a period of Two (2) months;

5.4 For generator sets, watercraft, and other stationary equipment, fuel may be withdrawn using safe and approved containers (e.g., drums or jerry cans) upon presentation of the approved withdrawal slip;

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- 5.5 Deliver of diesel to a minimum of 400 liters and maximum of 1000 liters to Powerhouse, PPA, PMO-Zamboanga for Generator sets, grass cutter and rigid rubber boat;
- 5.6 The Supplier shall provide a Fuel Analysis Certification on every bulk delivery; and
- 5.7 To comply with PPA Bunkering Procedure and Inspection.

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" signage's 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.

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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.

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

7.1 Payment shall be process upon submission of complete required documents such as Statement of Account and Delivery Receipt for the month from the Supplier;

7.2 Statement of Account and Receipt shall be submitted within the **first week of the succeeding month;**

7.3 Payment shall be processed based on the actual consumption and Fuel Pump Price during the billing period;

7.4 The processing of payments is subject to the usual government accounting and auditing rules and regulations.

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VIII. Submission Requirements

Interested suppliers must submit the following documents:

8.1 Eligibility Documents

- Valid Business Permit 2026
- PhilGEPS Registration Certificate/ Red Registration Number
- Notarized Omnibus Sworn Statement

8.2 Financial Proposal:

- Quotation

8.3 Additional Documents:

- Other relevant permits and licenses to operate
- BIR Certificate of Registration (BIR 2303)

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

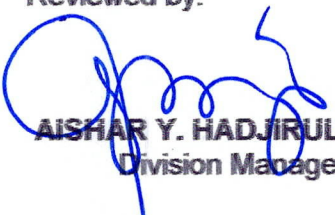
X. Reservation Clause

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 *qmb*

Reviewed by:


AISHAR Y. HADJIRUL
Division Manager

Approved by:


ARCIDI S. JUMAANI
Port Manager

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- SAMPLE -

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 Petroleum Fuel, Oil, and Lubricant Products for 4th Quarter of CY 2026 for PPA, PMO-Zamboanga** 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 Petroleum Fuel, Oil, and Lubricant Products for 4th Quarter of CY 2026 for PPA, PMO-Zamboanga** 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 Petroleum Fuel, Oil, and Lubricant Products for 4th Quarter of CY 2026 for PPA, PMO-Zamboanga.*

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 the Request for Quotation

This is to certify that I have received from the canvasser of the Philippine Ports Authority, PMO-Zamboanga this City, a copy of Request for Quotation (RFQ) No. PG-ZAM-2026-10-038 dated October 13, 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 Request for Quotation (RFQ) No. PG-ZAM-2026-10-038 dated October 13, 2026 to the above dealers/bidders.

NECITA B. HALIM
Procurement Officer B
Canvasser

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