



BAGONG PILIPINAS



REPUBLIC OF THE PHILIPPINES
PHILIPPINE PORTS AUTHORITY
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

REQUEST FOR QUOTATION

NO. PG-ZAM-2025-10-069

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga), through its Bids and Awards Committee intend to procure **“Supply and Delivery of Heavy Duty Steel/Metal Rack with Four (4) Adjustable Layers for Engineering Services Division, PPA, PMO-Zamboanga”** with an Approved Budget for the Contract of **Php 100,000.00** in accordance with Sec. 53.9, Negotiated Procurement- Small Value Procurement, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly submit your duly signed Quotation Form, along with the Terms and Conditions and all required documents, no later than **October 28, 2025, 2:00PM** at the **Conference Room, 2nd Floor, PPA Administration Building, Port Area, Zamboanga City**.

1. **Business/ Mayor's Permit 2025**
2. **PhilGEPS Registration Number /PhilGEPS Platinum Certificate**
3. **Original Duly Notarized Omnibus Sworn Statement** and if applicable, *Original Notarized Secretary's Certificate in case of a 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.*

You may submit the required documents and quotation in a sealed envelope by courier or physically at the address:

MS. JHOAN B. CARILLO
BAC- Secretariat Member
Philippine Ports Authority
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

For further inquiries on the procurement to be bid, please contact *Ms. Jhoan B. Carrillo (Secretariat Member)* or *Ms. Reina Mechelle A. Rentutar (TWG Head for Goods & Services)* Tel. No. (062) 991-2037 loc. 111 or 112.

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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


JEZREL J. GESULGON
Chairperson, BAC, PMO-ZAMBOANGA

PPA website: www.ppa.com.ph
PhilGEPS Website: www.philgeps.net
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PORT MANAGEMENT OFFICE - ZAMBOANGA
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ANNEX "A"

PHILIPPINE
PORTS
AUTHORITY



TERMS AND CONDITIONS

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. Failure to comply with the instruction and to submit the above-mentioned requirements shall be ground for disqualification.
3. Late submission of quotation envelope shall not be accepted and Price Quotation in excess of ABC shall be automatically disqualified.
4. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. 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).
6. 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.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06 2005.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. 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.
10. 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.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The Request for Quotation (RFQ), Purchase Order (PO), and all other related documents pertaining to the aforementioned procurement projects shall be deemed an integral part of the Contract.

CONFORME:

Signature Over Printed Name
(Authorized Representative)

Position/Designation

Tel. No./Email address

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INTEGRATED MANAGEMENT SYSTEM



BIDFORM/PRICE QUOTATION FORM
2025-10-123

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 Terms and Conditions of this RFQ , I/We submit our Quotation/s for the items as follows:

		Inclusive of 12% VAT				
Item	Unit	Description/Technical Specifications	Statement of Compliance (Please state' Comply" or "Not Comply" for each specification)	Total Quantity	Unit Price	Total Amount
	Unit	Supply and Delivery of Heavy Duty Steel/Metal Rack with Four (4) Adjustable Layers		5		
		Specifications:				
		Heavy Duty Boltless Steel Rack				
		4 Adjustable Layers				
		White Color				
		Size: W-60cm X H-200cm X L-200Cm				
		Maximum Load 400kg per level				
		Note: Please Attached Brochure.				
Delivery Period:						
Supplier shall delivery the items within Twenty-Eight (28) calendar days upon receipt of Purchase Order from PPA- PMO- Zamboanga.						
				Total Amount		
		Total Amount in Words:				

Very truly yours,

Signature Over Printed Name
(Authorized Representative/Owner)

Position/Designation

Name of Company

Company Address

SAMPLE ONLY

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of **[Name of Bidder]** with office address at **[address of Bidder]**;

[If a 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]**;

2. *[Select one, delete the other:]*

[If a 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 **Supply and Delivery of Heavy Duty Steel/Metal Rack with Four (4) Adjustable Layers for Engineering Services Division, PPA, PMO-Zamboanga**, as shown in the attached duly notarized Special Power of Attorney;

[If a 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 **Supply and Delivery of Heavy Duty Steel/Metal Rack with Four (4) Adjustable Layers for Engineering Services Division, PPA, PMO-Zamboanga** as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, 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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of **[Name of Bidder]** is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the

Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of **[Name of Bidder]** is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. **[Name of Bidder]** complies with existing labor laws and standards; and
8. **[Name of Bidder]** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **Supply and Delivery of Heavy Duty Steel/Metal Rack with Four (4) Adjustable Layers for Engineering Services Division, PPA, PMO-Zamboanga.**
9. **[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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



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. **2025-10-123** dated October 24, 2025 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. 2025-10-123 dated October 24, 2025 to be opened on **October 28, 2025 at 2:00 PM** to the above dealers/bidders.

NECITA B. HALIM
Acting procurement Officer
Canvasser

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