



BAGONG PILIPINAS

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

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

NO. PG-ZAM-2025-12-094

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga), through its Bids and Awards Committee intend to procure **"One (1) Lot Supply and Delivery of Janitorial Supplies Not-Available at PS-DBM for PPA, PMO-Zamboanga"** with an Approved Budget for the Contract of **Php 147,895.00** in accordance with Sec. 53.9, Small Value Procurement, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly submit your duly signed BID/Quotation Form, along with the Terms and Conditions and all required documents, no later than **December 18, 2025, 2:00 P.M** at the **Conference Room, 2nd Floor, PPA Administration Building, Port Area, Zamboanga City.**

- 1. Business/ Mayor's Permit 2025**
- 2. PhilGEPS Registration Number /Valid 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:

JEZREL J. GESULGON
BAC- Chairperson
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

PPA website: www.ppa.com.ph

PhilGEPS Website: www.philgeps.net

Date of Publication: **Dec.15-18, 2025**

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

INTEGRATED MANAGEMENT SYSTEM





BAGONG PILIPINAS

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. Compliance with all mandatory technical specifications is required. Any deviation or failure to comply shall render the quotation non-responsive and subject to disqualification.
4. Late submission of quotation envelope shall not be accepted and Price Quotation in excess of ABC shall be automatically disqualified.
5. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. 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).
7. 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.
8. 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.
9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
10. 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.
11. 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.
12. 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.
13. 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

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

INTEGRATED MANAGEMENT SYSTEM



BIDFORM/PRICE QUOTATION FORM
2025-12-143

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
	1 Lot	One (1) Lot Supply and Delivery of Various Regular Office Supplies Not-Available at PS-DBM for PPA, PMO-Zamboanga.				
1	can	Air Freshener 330 ml		6		
2	pcs	Dust Pan Plastic Good Quality		12		
3	pcs	Mop Head standard size		15		
4	pcs	Mopper (plastic Handle)		10		
5	pcs	Door Mat Cloth Regular Size		10		
6	pcs	Deodorant Cake		20		
7	can	Disinfectant Spray 400 ml • The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO). • The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.		8		
8	sachet	Fabric Conditioner (3 in 1) sachet		100		
9	pack	Garbage Bag XXL 18.5 x 18.5 x 40 thick (100pcs/pack) • The supplier shall supply products which is made of polyethylene (PE). • The PE should contain a minimum of 30% postconsumer material.		40		
10	pack	Garbage Bag L 15.5 x 15.5 x 37 thick (100pcs/pack) • The supplier shall supply products which is made of polyethylene (PE). • The PE should contain a minimum of 30% postconsumer material.		40		
11	pcs	Broom Tambo Good Quality		12		
12	pcs	Fragrant Soap Big (lemon fresh 175g)		6		
13	bot.	Chamois cloth car scent		3		
14	bot.	Organic Car Scent- lemon/orange/ fine tree		5		
15	pcs	Powder Soap Sachet (twin pack) 70g • The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO). • The supplier shall supply products with adequate instructions for proper use and disposal.		400		
16	pcs	Dishwashing paste 400g		15		
17	bot.	Dishwashing Liquid 475ml		12		

18	rolls	Tissue paper big round 2 ply individual wrap • <i>The supplier shall supply products which are made out of raw materials from 100% recycled fibre.</i> • <i>The supplier shall supply paper which is at least Elementary Chlorine Free (ECF) .</i> • <i>The core as well as any paper wrapping and carton box packing must be made from 100% recycled fibre and the cartons must be strong enough for storage and transit.</i>		100		
19	pcs	Walis Ting Ting		20		
20	pcs	Sponge Foam regular size		15		
21	gal	Soduim Hypochlorite 4 liters (original 6 in 1 cleaning power)		15		
Delivery Period:						
Supplier shall delivery the items within Fifteen (15) 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

Contact Number

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 **One (1) Lot Supply and Delivery of Janitorial Supplies Not-Available at PS-DBM for 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 **One (1) Lot Supply and Delivery of Janitorial Supplies Not-Available at PS-DBM for 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 **One (1) Lot Supply and Delivery of Janitorial Supplies Not-Available at PS-DBM for 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 ____, 2025 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of November 2025] 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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of November 2025.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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. **2025-12-143** dated December 10, 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. 2025-12-143 dated December 10, 2025 to be opened on **December 18, 2025 at 2:00 PM** to the above dealers/bidders.

NECITA B. HALIM

Acting procurement Officer
Canvasser

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

INTEGRATED MANAGEMENT SYSTEM

