



PHILIPPINE
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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-2025-07-017

Dated: July 14, 2025

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 Common Use Supplies and Consumables not available at PS-DBM for 3rd and 4th Quarter of CY 2025 for PPA, PMO-Zamboanga.”** in accordance with Sec. 53.9, Negotiated Procurement- Small Value Procurement, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of **ABC (Php 313,555.00)** shall be automatically rejected at Bid opening.

Procurement will be conducted in consonance with Section 53.9 (Negotiated Procurement-Small Value Procurement) of the Revised Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act”. A contract will only be awarded to the Lowest Calculated Responsive Quotation.

The Opening of Sealed Envelopes shall be at 2:00 PM, July 25, 2025 Conference Room, 2nd Floor PPA Administration Building, Port Area, 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)* at the Admin. Office, 2nd Floor, PPA Admin. Bldg., Port Area, Zamboanga City, Tel. No. (062) 991-2037 loc. 111 or 112.

The 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

BAC Chairperson, PMO-ZAMBOANGA

PPA website: www.ppa.com.ph

PhilGEPS Website: www.philgeps.net

Date of Publication: **July 22-25, 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/ppa.pmozamboanga@ppa.com.ph website: www.ppa.com.ph

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ANNEX "A"

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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. Invited supplier/s shall submit the prescribed documentary requirements under the Small Value Procurement pursuant to ANNEX "H" APPENDIX A of RA 9184 and its amendments per GPPB Resolution No.21-2017 dated 30th May 2017.

The following documentary requirements shall be submitted during the opening of Sealed Quotation Envelopes together with the Financial Documents.

A. Documentary Requirements

- a) Business/ Mayor's Permit 2025
 - c) PhilGEPS Registration Number /PhilGEPS Platinum Certificate
 - d) Duly Notarized Omnibus Sworn Statement, 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.
3. The above mentioned documents shall be submitted in a sealed envelope by courier or hand carried to the PPA, PMO-Zamboanga-BAC on or before **July 25, 2025, 2:00 P.M Conference Room, 2nd Floor PPA Administration Building, Port Area, Zamboanga City** addressed to:

COMPANY: (Indicate name of Company)

NAME OF PROJECT: (Indicate name of the project)

JHOAN B. CARILLO

BAC- Secretariat Member

Philippine Ports Authority

Port Management Office of Zamboanga

RT Lim Boulevard, Zamboanga City

4. Failure to comply with the instruction and to submit the above-mentioned requirements shall be ground for disqualification.
5. Late submission of quotation envelope shall not be accepted and Price Quotation in excess of ABC shall be automatically disqualified.
6. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
7. 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).
8. 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.
9. 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.

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ANNEX "A"

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10. The project shall be awarded to the proponent determined to have submitted the complete documents and lowest calculated quotation.
11. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
12. 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.
13. 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.
14. 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.

CONFORME:

Signature Over Printed Name
(Authorized Representative)

Position/Designation

Telephone No

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BID FORM/PRICE QUOTATION FORM
NO. 2025-07-068

Date

JEZREL J. GESULGON
Chairperson, PMO-Zamboanga
Philippine Ports Authority
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Item No.	Unit	Item Description	Quantity	Unit cost	Total Amount (inclusive VAT)
	1 Lot	Supply and Delivery of Common Use Supplies and Consumables not available at PS-DBM for 3rd and 4th Quarter of CY 2025 for PPA, PMO-Zamboanga.			
1	box	Ballpen Black Good Quality/50pcs per box	10		
2	box	Ballpen Blue Good Quality/50pcs per box	10		
3	ream	Bond Paper, A4 sub. 24	400		
4	ream	Bond Paper, cut into crosswise (Half of A4 5.8 X 8.3 inches) Sub. 20	120		
5	roll	Caution Tape Yellow (3 inches x 300 Meters)	10		
6	box	Computer Paper, Continuous, 2 ply, 5 1/2 x 9 1/2 Sub. 20	6		
7	pc	Correction Tape 10M	250		
8	box	Documentary Envelop Brown A4 (500pcs/box)	2		
9	pc	Double Sided tape foam big 2"	30		
10	box	Expanded Folder Green Color (Long) 100 pcs/box	15		
11	pc	Glue 130g, safe and non-toxic	25		
12	pc	Highlighter Assorted Colors	100		
13	roll	Laminating Film 4" x 50" x 250 Microns	8		
14	roll	Laminating Film 9" x 50" x 250 Microns	10		
15	pc	Marker Pen Broad (Permanent Marker) Black	100		
16	pc	Marker Pen Broad (Permanent Marker) Blue	50		
17	roll	Packing Tape Brown (2" X 100)	50		
18	box	Paper Clip, small 33mm	60		
19	roll	Plactic Twine (Big Rolls) Black or gray color	12		
20	pc	Pencil good quality	60		
21	box	Push Pins (100pcs/Box)	10		
22	box	Rubber Band Big 350G	15		
23	pc	Office Scissors Good quality 8"	20		
24	roll	Transparent Tape 1" 80m	150		
25	roll	Transparent Tape 2" 100m	40		
26	box	Sign Pen Black V10 grip 1.0 (1 doz. Per box)	10		

27	box	Sign Pen Blue V10 grip 1.0 (1 doz. Per box)	10		
28	pack	Specialty paper Color Light yellow A4(20s)	30		
29	pc	Stamp Pad 5" x 3"	25		
30	pc	Stamp Pad Ink Purple 50ml	100		
31	box	Staple Wire No. 35	200		
32	pc	Stapler Big No. 35 Heavy duty	25		
		Approved Budget Contract (ABC): P 313,555.00			
		Total Amount in Figures:			
Total Amount in Words:					

Very truly yours,

Signature Over Printed Name
(Authorized Representative)

Position/Designation

Company Name

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 for [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [Name of the Procuring Entity], 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, 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, 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, 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 *[Name of the Project]*.
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]



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BAGONG PILIPINAS

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. **2025-07-068** dated July 22, 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. 2025-07-068 dated July 22, 2025 to be opened on **July 25, 2025 at 2:00 PM** to the above dealers/bidders.

NECITA B. HALIM

Canvasser
PMO-Zamboanga

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