

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 4/7/2026

Quotation No. 2026-001-A

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Tax Identification Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number (required prior to award):** \_\_\_\_\_

Please quote your **price** on the item/s listed below, subject to the General Conditions set on this document, and submit your quotation duly signed by your representative not later than **10:00 AM of 13 April 2026** in the return envelope attached herewith. **(For VAT registered entities, Quotation should be VAT-inclusive)**

  
**MEDARDO I. SOSOBRADO, JR.**

BAC Chairperson/Division Manager A - Port Police

**NOTE: 1. ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN;**

**2. DELIVERY PERIOD WITHIN THREE (3) CALENDAR DAYS UPON RECEIPT OF THE APPROVED FUNDED P.O.;**

**3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;**

**4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS;**

**5. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:**

- a) VALID BUSINESS PERMIT
- b) PhilGEPS REGISTRATION CERTIFICATE; AND
- c) BIR REGISTRATION;

**6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF APPLICABLE;**

**7. APPROVED BUDGET FOR THE CONTRACT (ABC): Php 386,000.00**

**8. FOR SMALL VALUE PROCUREMENT WITH ABCs ABOVE Php200K, THE BIDDER WITH THE MOST ECONOMICALLY ADVANTAGEOUS RESPONSIVE BID (MEARB), AT ITS OWN EXPENSE, SHALL SUBMIT A DULY NOTARIZED OMNIBUS SWORN STATEMENT (OSS) AS REQUIRED UNDER THE IRR OF RA 12009. THE BIDDER SHALL SUBMIT THE NOTARIZED OSS BEFORE THE ISSUANCE/RECEIPT OF PURCHASE ORDER. FAILURE OF OSS SUBMISSION WITHIN 7 WORKING DAYS SHALL BE GROUND FOR A FORFEITURE OF THE P.O. AND SHALL BE AWARDED TO THE NEXT MEARB.**

**9. FOR DIRECT CONTRACTING, THE SUPPLIER SHALL POST A WARRANTY SECURITY FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES (SEE ATTACHED: FORMS OF WARRANTY SECURITY.)**

**Instructions:**

- (1) Accomplish this RFQ correctly and accurately;
- (2) Do not alter the contents of this form in any way;
- (3) All technical specifications are mandatory. Failure to comply with any of the requirements will disqualify your quotation; and
- (4) Failure to follow herein instructions will disqualify the entire quotation.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
<b>Supply and Delivery of Purified Drinking Water for Baseport (Recanvass)</b>					

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	<p>Supply and Delivery of Purified Drinking Water for PMO MOC Baseport: 4,200pcs of 5-Gallon Container until December 2026 with provision of 10 Water Dispensers (Hot, Warm &amp; Cold Function) and Quarterly Cleaning of 25 Water Dispensers to ensure Continuous access to safe, clean, and potable drinking water for officials, employees, and visitors of PMO MOC Baseport.</p> <p>Please see Specifications in the attached Terms of Reference.</p>	1	LOT		

**REMARKS:**

**Brand and Model :**

\_\_\_\_\_

**Delivery Period :**

\_\_\_\_\_

**Warranty :**

\_\_\_\_\_

**Price Validity :**

\_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Position / Designation

\_\_\_\_\_  
Tel. No. / Cellphone No.

\_\_\_\_\_  
email address

Date: \_\_\_\_\_

**(PR No. CDO-2839-26)**

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The PPA PMO MO/C Technical Inspector shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, PPA PMO MO/C 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.
11. Payment shall be made after delivery and upon the submission of the required supporting documents.
12. Liquidated damages equivalent to the one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. PPA PMO MO/C shall rescind the contract 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.

For any clarifications, you may contact us at telephone no. (088) 8561264/8564667; or cellphone no. 0966 230 4911 or email address at **[moc\\_supply@ppa.com.ph](mailto:moc_supply@ppa.com.ph)**.