(PR No. CDO-2973-26)

PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF MISAMIS ORIENTAL/CAGAYAN DE ORO

REQUEST FOR QUOTATION

Date: 29 October 2026
tion No.: 2026-016

Company Name: _____

Address: _____

Business/Mayor's Permit No.: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number *(required prior to award)* **:** _____

The Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro, through its Bids and Awards Committee (BAC), intends to procure the project **Procurement of Office Supplies and Materials for the 4TH QUARTER OF CY 2026** with Approved Budget for the Contract (ABC) of **THREE HUNDRED SEVENTY THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱370,280.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **10:00 AM of 04 November 2026,** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MEDARDO I. SOSOBRADO, JR.
BAC Chairperson/Division Manager A - Port Police
Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro
Port Area, Brgy. Macabalan, Cagayan de Oro City
Contact No. +639662304911
Email: moc_supply@ppa.com.ph

Interested service provider/supplier shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

a. **Valid Mayor's/Business Permit**
b. **PhilGEPS Registration Number**

c. **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.

The Head of the Procuring Entity (HoPE) of the PPA PMO MO/C reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the Supply and Procurement Unit at +639662304911.

MEDARDO I. SOSOBRADO JR.
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.

2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. **All technical specifications must be complied with**. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

4. Quotations may be submitted through electronic mail at **moc_supply@ppa.com.ph**

5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. 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.

3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.

4. Price quotation/s, to be denominated 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. In case of two or more bidders are determined to have submitted the **Most Economically Advantageous and Responsive Bid**, the PPA PMO MOC 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.

7. Award of contract shall be made to the Most Economically Advantageous and Responsive Bid which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.

9. Item/s delivered shall be inspected on the scheduled date and time of the PPA PMO MOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of Office Supplies and Materials for the 4TH QUARTER OF CY 2026					
Minimum Technical Specifications		**Quatity**	**Unit**	**Offered Technical Specification/Service**	**Statement of Compliance ("Comply" or "Not Comply"**
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
I. Procurement of Office Supplies and Materials for the 4TH QUARTER OF CY 2026 **The supplier shall provide and deliver Janitorial and Other Supplies that meet the following general specifications:**					
1	**Bond Paper 210 x 297 mm 70 GSM (A4)**	**80**	**RM**		
2	**Bond Paper 8.5 x 13" 70 GSM**	**100.00**	**RM**		
3	**Brown Envelope, Long, 500pcs/bundle**	**1.00**	**BDL**		
4	**Calculator, 12 Digits, Solar**	**10.00**	**PC**		
5	**Carbon Paper, Long, Blue, 100pcs/pack**	**3.00**	**PK**		
6	**Clearsheet Protector, Long**	**10.00**	**PK**		
7	**Clip Backfold 1 1/4"**	**50.00**	**BOX**		
8	**Clip Backfold 1"**	**50.00**	**BOX**		
9	**Clip Backfold 2"**	**50.00**	**BOX**		
10	**Clip Backfold 3/4"**	**50.00**	**BOX**		
11	**Clipboard, Long, Heavy Duty**	**25.00**	**PC**		
12	**Computer Ink Brother BT 5000 (Cyan)**	**10.00**	**BOT**		
13	**Computer Ink Brother BT 5000 (Magenta)**	**10.00**	**BOT**		

14	Computer Ink Brother BT 5000 (Yellow)	10.00	BOT		
15	Computer Ink Brother BTD60BK	20.00	BOT		
16	Computer Ink Epson 001 Pigment, Black Ink, Genuine	30.00	BOT		
17	Computer Ink Epson 001 Pigment, Cyan Ink, Genuine	15.00	BOT		
18	Computer Ink Epson 001 Pigment, Magenta Ink, Genuine	15.00	BOT		
19	Computer Ink Epson 001 Pigment, Yellow Ink, Genuine	15.00	BOT		
20	Computer Ink Epson 003 Black, Genuine	30.00	BOT		
21	Computer Ink Epson 003 Cyan, Genuine	15.00	BOT		
22	Computer Ink Epson 003 Magenta, Genuine	15.00	BOT		
23	Computer Ink Epson 003 Yellow, Genuine	15.00	BOT		
24	Computer Ink Epson 005 High Capacity Black Ink, Genuine	30.00	BOT		
25	Computer Mouse Wireless	15.00	PC		
26	Computer Paper 11 X 15, 3 ply	10.00	BOX		
27	Computer Paper 11 X 9 1/2, 2 ply, carbonless	30.00	BOX		
28	Computer Toner Cartridge 12A	10.00	PC		
29	Computer Toner Cartridge HP 107A	5.00	PC		
30	Computer Toner, HP 08AS	5.00	PC		
31	Cutting Blade, 10pcs/box	4.00	BOX		
32	Dater	30.00	PC		

33	Envelope Brown A4	500.00	PC		
34	Fastener Metal, 50 sets/box	30.00	BOX		
35	Finger Moistener	10.00	PC		
36	Folder Plastic Long, Blue	200.00	PC		
37	Folder Plastic Long, Orange	200.00	PC		
38	Folder Plastic Long, Yellow	200.00	PC		
39	Paper Clip Jumbo	50.00	BOX		
40	Paper Clip Small	50.00	BOX		
41	Pen, Ballpen Black, Push & Click, Water Gel	200.00	PC		
42	Pen, Pentel Pen, Black	50.00	PC		
43	Pen, Sign Pen .05 Black	50.00	PC		
44	Ribbon for Timestamp	30.00	PC		
44	Signpen, Hi-Techpoint, 0.7mm, Retractable, Water-Based Liquid Ink, Black	24.00	PC		
45	Signpen, Hi-Techpoint, 0.7mm, Retractable, Water-Based Liquid Ink, Blue	24.00	PC		
45	Stamp Pad Ink	40.00	BOT		
46	Staple Wire #35, 5000 Staples	50.00	BOX		
46	Sticker Paper	50.00	PK		
47	Tape, Transparent 48 mm	50.00	RL		
47	Toner Cartridge Pantum 210EV	15.00	PC		

48	Toner Cartridge PR 2380 TCB	15.00	PC		
48	View Binder, A4, 3 Hole, 1.5 inches, White	10.00	PC		
49	Wood Furniture Polish, atleast 250ml	5.00	CAN		
49	Wood Furniture Polish, atleast 250ml	5.00	CAN		
50	Wood Furniture Polish, atleast 250ml	5.00	CAN		
51	Wood Furniture Polish, atleast 250ml	5.00	CAN		
52	Wood Furniture Polish, atleast 250ml	5.00	CAN		
53	Wood Furniture Polish, atleast 250ml	5.00	CAN		
II. Timetable of the Contract/Delivery Terms **• Delivery shall be completed within fifteen (15) calendar days from receipt of the Purchase Order.** **• Delivery shall be made to PMO Misamis Oriental / Cagayan de Oro, Admin Division, Bldg. 2, Port of Cagayan de Oro, Macabalan, Cagayan de Oro City during office hours**					
III. Suppliers Liability: **Waiver of Items** **In cases where the supplier fails to deliver certain items or requests for the waiver of specific items due to unavailability or other valid reasons, the supplier shall:** **1. Submit a formal written request for waiver addressed to the Head of Procuring Entity stating the reasons for the non-delivery of the item/s;** **2. Be subject to evaluation and approval by the Head of Procuring Entity; and** **3. Be rated accordingly based on the criteria rating under the Quality of Goods/Services in the Supplier's Performance Evaluation Sheet, which may affect the supplier's eligibility for subsequent procurement opportunities with the procuring**					
The procuring entity reserves the right to award the waived item/s from the next responsive bidder or another supplier, when necessary, to ensure operational continuity.					

Liability for Delayed Delivery **The Supplier shall deliver the required items within the delivery period specified in the Purchase Order. In case the Supplier foresees a delay in the delivery of the items, a written request for extension of delivery shall be submitted prior to the due date, subject to the approval of the Head of the Procuring Entity.** **Unless an extension of delivery is duly approved by the Head of Procuring Entity, the Supplier shall be liable to pay liquidated damages equivalent to one-tenth (1/10) of one percent of the cost of the undelivered item/s for every day of delay, until the items are fully delivered and accepted by the procuring entity.** **The procuring entity reserves the right to deduct the amount of liquidated damages from the supplier's payment or pursue other remedies available under applicable procurement laws and regulations, including those provided under**			
IV. Payment Terms **Payment shall be processed after complete delivery and acceptance of the required supplies, subject to the submission of the following documents:** **• Notarized Omnibus Sworn Statement (if applicable)** **• Duly received Purchase Order** **• Charge Invoice/Billing Statement** **• Delivery Receipt** **Payment shall be made in accordance with**			
V. Warranty and Replacement **• The Supplier shall warrant that all items delivered are free from manufacturing defects and shall replace any item found defective, damaged, or not in accordance with specifications within five (5) calendar days upon notification by the procuring entity** **• All items shall be covered by a minimum 30-day warranty from the date of delivery.**			

Financial Offer:

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Procurement of Office Supplies and Materials for the 4TH QUARTER OF CY 2026					
Approved Budget for the Contract: THREE HUNDRED SEVENTY THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱370,280.00)					
Items		**Quatity (A)**	**Unit**	**Offered Price Per Unit (B)**	**Total Offered price per item (A x B)**
1	**Bond Paper 210 x 297 mm 70 GSM (A4)**	**80**	**RM**		

2	Bond Paper 8.5 x 13" 70 GSM	100.00	RM		
3	Brown Envelope, Long, 500pcs/bundle	1.00	BDL		
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52	Wood Furniture Polish, atleast 250ml	5.00	CAN		

53	**Wood Furniture Polish, atleast 250ml**	**5.00**	**CAN**		
Total Offered Quotation			**In words:** _____ _____ _____		
			In Figures: _____		

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:_____

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