

REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee for the Procurement of Goods and Services (BAC-GS) will undertake procurement of **“various spare parts and consumables of two (2) units Konica Minolta (Model BH350) and one (1) unit Konica Minolta (Model BHC280) photocopying machines”** in accordance with Section 53.9, Small Value Procurement, of the Revised IRR of RA 9184 and GPPB Resolution No. 09-2009. The details of the project are the following:

- a. Name of Project : **Purchase and Replacement of Various Spare Parts and Consumables of Two (2) units Konica Minolta (Model BH350) and One (1) unit Konica Minolta (Model BHC280) photocopying machines**
- b. Delivery Site : **Philippine Ports Authority - PMO Batangas (PPA-PMOB) PPA Administration Bldg., Port Access Road, Calicanto, Batangas City**
- c. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description/Specification
Consumables for the Two (2) units Konica Minolta (Model BH350)			
1	2	pcs	Drum Bizhub (DR-310)
2	2	pcs	Developer Bizhub (DV-310)
3	1	pc	Developing Unit (BH-350)
Spare Parts for the Two (2) units Konica Minolta (Model BH350)			
4	2	pcs	Transfer Roller
5	1	pc	Driving Unit
6	2	pcs	Motor
7	2	pcs	Roll
Consumables for Konica Minolta (Model BHC280)			
8	1	pc	Transfer Belt

- d. Delivery Period : **Within fifteen (15) calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.**
- e. Approved Budget : **Php 81,277.00**
- f. Source of Fund : **PPA Corporate Funds for CY 2016**
2. The duly accomplished **Price Quotation Form (Annex “A”)** and the **certified true copy** of the following documents **must be placed in a sealed envelope and submitted in accordance with Item No. 3** hereof:
- Registration Certificate (e.g. DTI for sole proprietorship, SEC, etc.)
 - Valid Mayor's Permit
 - Valid Certificate of PhilGEPS Registration
 - BIR Certificate of Registration
 - Valid Barangay Business Clearance

Non-submission of any of the above required documents shall be a ground for disqualification.

VISION

By 2030, customers doing business in our ports shall experience full and sustained Productivity, Efficiency, Comfort, Connectivity, Safety, and Security.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.

3. All quotations may be submitted by mail, courier or hand carried on or before **9:00 a.m., May 6, 2016** at the **Port Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

RESTITUTO S. SEBOLLENA
Chairman, BAC-GS
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
6. Quotations received in excess of the approved budget shall be automatically rejected at opening of quotations.
7. The project shall be awarded to the supplier determined to have submitted the **complete documents and lowest quotation or the single quotation in case of lone supplier.**
8. Prospective supplier shall be a duly licensed Filipino citizens/sole proprietorships; partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; corporations duly organized under the laws of the Philippines; cooperatives duly organized under laws of the Philippines; or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
9. PPA-PMOB reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
10. For the information, you may contact **Mr. Gilbert N. Rivera**, Head, BAC Secretariat at Telephone No. **(043) 723-1682**.

RESTITUTO S. SEBOLLENA
Chairman, BAC-GS



Price Quotation Form

Date: _____

RESTITUTO S. SEBOLLENA

Chairman, BAC-GS
 Philippine Ports Authority
 Port Management Office of Batangas
 PPA Administration Building
 Port Access Road, Calicanto
 Batangas City

Dear Mr. Sebollena,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the procurement of the project entitled "**Purchase and Replacement of Various Spare Parts and Consumables of Two (2) units Konica Minolta (Model BH350) and One (1) unit Konica Minolta (Model BHC280) photocopying machine**" posted by your office, we hereby submit our proposal corresponding to your requirements.

Item No.	Qty.	Unit	Item Description/Specification	Unit Cost (in pesos)	Amount (in pesos)
Consumables for the Two (2) units Konica Minolta (Model BH350)					
1	2	pcs	Drum Bizhub (DR-310)		
2	2	pcs	Developer Bizhub (DV-310)		
3	1	pc	Developing Unit (BH-350)		
Spare Parts for the Two (2) units Konica Minolta (Model BH350)					
4	2	pcs	Transfer Roller		
5	1	pc	Driving Unit		
6	2	pcs	Motor		
7	2	pcs	Roll		
Consumables for Konica Minolta (Model BHC280)					
8	1	pc	Transfer Belt		
TOTAL AMOUNT					

The above quoted prices are inclusive of all costs and applicable taxes. Delivery to **Philippine Ports Authority - Port Management Office of Batangas** shall be within fifteen (15) calendar days upon receipt of a written notice or Purchase Order (P.O.), whichever is applicable.

Very truly yours,

*Name/Position/Signature of Representative*_____
*Name of Company*_____
*Company Address*_____
*Contact Number*_____
Email Address