



## REQUEST FOR QUOTATION (RFQ)

Procurement Project Title:	<b>PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPIING MACHINES FOR PPA - PMO NCR-South Offices, TMO Pasig and MICT FOR THE PERIOD OF FOUR (4) MONTHS</b>		
Approved Budget for the Contract (ABC):	<b>Php 140,000.00</b>	Mode of Procurement:	Negotiated Procurement – <b>Small Value Procurement</b> (Sec. 53.9, 2016 Revised Implementing Rules and Regulations of R.A.No. 9184)
Purchase Request No.:	<b>SH-7577-23</b>	RFQ No.:	<b>2023.09.0011</b>
End-User:	<b>PPA PMO NCR – SOUTH</b>	Delivery Period:	<b>Per order of PMO-NCS</b>

**Date: 07 September 2023**

### NOTICE TO ALL SERVICE PROVIDERS AND SUPPLIERS:

The Philippine Ports Authority – PMO NCR-South herein referred to as “the Purchaser”, through its Bids and Awards Committee (BAC), intends to engage the services of Bidder/Supplier/Contractor for the **Procurement of Service Provider for rental of digital photocopying machines for PPA - PMO NCR-South Offices, TMO Pasig and MICT**, in accordance with **Section 53.9, Small Value Procurement**, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s in the Price Quotation Form as **ANNEX “A”**, subject to the Terms and Conditions provided as **ANNEX “B”** and the Technical Specifications and other requirements as detailed in “**TERMS OF REFERENCE” (TOR)**. Additional documentary requirements are the following:

- Copy of 2023 **Mayor’s /Business Permit**<sup>1</sup>
- Copy of DTI Certificate / SEC Registration
- Copy of Tax Clearance
- Copy of BIR 2303
- Copy of PhilGEPS Registration Certificate
- Notarized copy of **Omnibus Sworn Statement**<sup>2</sup> using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for ABC above Php50,000.00).
- None submission of any or all the document will be declared ineligible to bid and hence, the bid shall be disqualified.

Your prices must be quoted in Philippine Peso and must include unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

<sup>1</sup> In case of recently expired Business/Mayor’s permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020


<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

It is the intent of the Purchaser to evaluate the quotation for the item/s and award will be made to the quotation resulting in the overall lowest cost. Contract will be awarded to the lowest evaluated quotation meeting purchaser's specifications and requirements. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

All quotations may be submitted in a sealed envelope by mail, courier or hand carried **not later than 15 September 2023 11:00 AM** addressed to:

MR. ARNOLD B. VILLEGAS  
REMD Manager / Chairperson, BAC  
Philippine Ports Authority  
PMO NCR-South  
Administration Building, Gate 1, South Harbor  
Port Area Manila

For clarifications, you may contact **Ms. Jennifer L. Lopez of the RMD-Administrative Section, Supply Unit** at telephone number (02) 8522-4009/ (02)8525-5264 Loc 516.

  
**ARNOLD B. VILLEGAS**  
REMD Manager / Chairperson  
Bids and Awards committee-PGS  
Philippine Ports Authority- PMO NCR-South

## Price Quotation Form

**INSTRUCTIONS:**

- 1) The bidder shall provide correct and accurate information in this form.
- 2) The bidder shall submit this form duly accomplished and signed by the company's authorized representative.
- 3) Do not alter the contents of this form in any way.
- 4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 5) Bidders must state their compliance in the "Statement of Compliance" against each of the individual parameters of each Specification in the Item Description or attachments, if any.
- 6) Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- 7) Failure to follow instructions will disqualify your entire quotation.

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

ARNOLD B. VILLEGAS  
 REMD Manager / Chairperson, BAC  
 PPA PMO NCR-South

Dear Mr. Villegas,

After carefully read and examined the Terms and Conditions in this RFQ for the Project entitled "Procurement of Service Provider for rental of Digital Photocopying Machines for PPA PMO NCR-South Offices, TMO-Pasig and MICT", I/We hereby submit our proposal corresponding to your requirements.

Item No.	Unit	Item Description (Agency's Minimum Technical Specifications and Requirements)	Statement of Compliance		Bidder's Offer	
			YES	NO	Unit Price (B)	Total Amount per Item (A x B)
1	Job	Rental of Digital Photocopying Machine Services:				
		six (6) units Black and White				
		one (1) unit capable of colored printing				

The rental rate shall be on a per page basis with no minimum copies required per month for Black/White and Colored. The rental rate on per page basis will be the basis on the evaluation of the bidder's offered price. The service provider shall provide the preventive maintenance kit, including all consumables except for the copy paper.

The above quoted prices are inclusive of all costs and applicable taxes.

\_\_\_\_\_  
 Name / Position / Signature of Authorized Representative

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Company Address:

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Contact Number

\_\_\_\_\_  
 TIN

\_\_\_\_\_  
 Philgeps Registration Number

**Terms and Conditions**

- 1. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- 2. Bids should be valid for at least 120 calendar days from the deadline of submission.
- 3. Service providers or suppliers shall provide correct and accurate technical specifications, brand name, and product model in this form.
- 4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5. Award of contract shall be made to the lowest calculated and responsive 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.
- 6. No alteration is allowed.
- 7. The item/s shall be delivered according to the requirements specified in the Technical Specifications or Terms of Reference.
- 8. The PPA PMO NCR South BAC-PGS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA PMO NCR South BAC-PGS 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.
- 10. A penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. The PPA-PMO NCR South BAC-PGS may 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.
- 11. Terms of Payment: Payment shall be processed within 15 to 30 working days after inspection and acceptance of goods and services, and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the bidder's account.

Submitted by:

\_\_\_\_\_  
Signature over Printed Name

Designation:

\_\_\_\_\_

Telephone/Mobile No.:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Date:

\_\_\_\_\_

Delivery Period (WD)

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