

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 (BAC-PG) will undertake procurement of **Dismantling/Installation of PPA-PMO Batangas Air Conditioning Units** in accordance with Section 53.9, Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Dismantling/Installation of PPA-PMO Batangas Air Conditioning Units**
- b. Duration : FIFTEEN (15) Calendar days
- c. Project Description :

Item No.	Quantity	Unit	Description	Given Ceiling Amount
1	1	lot	<p>Labor and Materials for the Installation of ceiling mounted aircon unit at the following offices:</p> <p>Admin Division Finance Division Technical Assistant</p> <p>Scope of Work:</p> <p>Installation of indoor & outdoor unit Fabrication of support bracket Installation of refrigerant pipe Installation of control wire Vacuum of system Recharging of additional freon (if necessary) Test run & observation</p>	54,000.00
2	1	lot	<p>Labor and Materials for the dismantling/installation of floor standing aircon unit at the following offices:</p> <p>Baseport Operations BDMO (Permits & Licensing) ESD Manager Admin Division (dismantling & re-installation)</p> <p>Scope of Work:</p> <p>Dismantling of defective unit Installation of brand new indoor & outdoor unit Flushing of refrigerant pipe Repainting of bracket Recharging of additional freon (if necessary) Test run & observation</p>	41,000.00

Interested suppliers may quote on any or all of the items enumerated above. Items in excess of the given ceiling amount shall be automatically rejected and in excess of the quotations received in excess of the ABC shall be automatically rejected at opening of quotations.

d. Approved Budget for the Contract (ABC) : **Php 95,000.00**

e. Source of Fund : **PPA Corporate Funds**

2. The duly accomplished **Price Quotation Form (Annex "A")** and **Omnibus Sworn Statement Form (Annex "B")** shall be submitted in a sealed envelope by mail, courier or hand carried to the BAC-PG on or before **9:00 a.m. of February 14, 2017** at the **Port Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

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

3. **Interested bidder must be an authorized service center of Carrier air conditioning units.**

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. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.

6. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the cost of delayed goods 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 total contract price/purchase order, without prejudice to other courses of action and remedies open to it.

7. The project shall be awarded to the bidder determined to have submitted the complete documents and quoted the lowest price in all the items. The winning bidder shall furnish the BAC a **"CERTIFIED TRUE COPY"** of its valid and current documents before issuance of Notice of Award, to wit:

- a) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Economic Zones or Areas;
- b) PhilGEPS Certificate of Registration and membership;
- c) Latest Income/Business Tax Return filed thru Electronic Filing and Payment System (EFPS); and
- d) Certificate of Authorized Service Center from Carrier.

8. To guarantee the faithful performance by the winning bidder of its obligations, it shall post a performance security in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

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) 723-8706**.

(Signed)
RESTITUTO S. SEBOLLENA
Chairperson, BAC-PG

Price Quotation Form

Date: _____

RESTITUTO S. SEBOLLENA

Chairperson, BAC-PG
 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 "**Dismantling/Installation of PPA-PMO Batangas Air Conditioning Units**" posted by your office, we hereby submit our quotation corresponding to your requirements.

Item No.	Quantity	Unit	Description	Quoted Amount
1	1	lot	Labor and Materials for the Installation of ceiling mounted aircon unit at the following offices: Admin Division Finance Division Technical Assistant Scope of Work: Installation of indoor & outdoor unit Fabrication of support bracket Installation of refrigerant pipe Installation of control wire Vacuum of system Recharging of additional freon (if necessary) Test run & observation	
2	1	lot	Labor and Materials for the dismantling/installation of floor standing aircon unit at the following offices: Baseport Operations BDMO (Permits & Licensing) ESD Manager Admin Division (dismantling & re-installation) Scope of Work: Dismantling of defective unit Installation of brand new indoor & outdoor unit Flushing of refrigerant pipe Repainting of bracket Recharging of additional freon (if necessary) Test run & observation	

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
 [Name of Affiant] [Civil Status] [Nationality]
 _____,
 [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 of _____ with office address at
 [Name of Bidder]

 [address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of _____ with office address at
 [Name of Bidder]
 _____;
 [address of Bidder]

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of _____, I have full power
 [Name of Bidder]
 and authority to do, execute and perform any and all acts necessary to represent it in the bidding for

 [Name of the Project]
 of the _____,
 [Name of the Procuring Entity]

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 and/or to represent the _____
 [Name of Bidder]
 in the bidding as shown in the attached _____
 [state title of attached document showing proof of authorization]

 (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture);

3. _____ is not "blacklisted" or barred from bidding by the
 [Name of Bidder]
 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;
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. _____ is authorizing the Head of the Procuring Entity or its duly
[Name of Bidder]
authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am 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. _____ complies with existing labor laws and standards; and
[Name of Bidder]

8. _____ is aware of and has undertaken the following responsibilities
[Name of Bidder]
as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Project;
- c) Made an estimate of the facilities available and needed for the project to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the _____
[Name of the Project]

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory