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REQUEST FOR QUOTATION (RFQ)

- The Philippine Ports Authority Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC) will undertake procurement of printing of office stationery 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 : Printing of PPA Letterhead
 - b. Reference No. : RFQ-02-RIS-001421
 - c. Delivery Site : PPA PMO Batangas

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- d. Delivery Period : Fifteen (15) days upon receipt of Approved Purchase Order
- e. Approved Budget for the Contract (ABC) : PHP 60,500.00
- Item Description/ Specification

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	10	box	Printing of PPA Letterhead Size: A4 (210mmx297mm), Paper: Special Paper Texture-Laid, Color: Ultra White, Weight: 90gsm, Quality: 500 Sheets per ream	2,825.00	28,250.00
2	15	box	Printing of PPA Letterhead Size: Long (216mmx330mm), Paper: Special Paper Texture-Laid, Color: Ultra White, Weight: 90gsm, Quality: 500 Sheets per ream	3,2250.00	32,250.00
	Total Amount (in Php)		60,500.00		

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

g. Source of Fund

PPA Corporate Funds

2. The duly accomplished Price Quotation Form (Annex "A") and Omnibus Sworn Statement Form (Annex "B"), together with the CERTIFIED TRUE COPY of the following documents: a) Valid Mayor's / Business permit; and, b) PhilGEPS Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before 9:00 a.m. of 16 February 2021 (Tuesday) at the Engineering Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City addressed to:

JEFREN P. PANGANIBAN Chairperson, PMOB-BAC Philippine Ports Authority Port Management Office of Batangas PPA Administration Building, Port Access Road, Calicanto, Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

> PORT MANAGEMENT OFFICE - BATANGAS Administration Building, Port Access Road, Calicanto, Batangas City 4200 Philippines Tel. No.: (043) 722.2429 / (043) 723.0164 Fax No.: (043) 723.0164 Email: ppa_batangas@yahoo.com

Opening of Quotation(s) shall be on 16 February 2021, 9:30 A.M. at the ESD Conference Room, 5th Floor, PPA Administration Building, Port Access Road, Calicanto, Batangas City.

- 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
- 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.
- 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.
- The project shall be awarded to the bidder determined to be the Single or Lowest Calculated and Responsive Quotation.
- PPA-PMOB reserves the right to reject any and all bids, declare a failure of bidding, or not award the Contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- For the information, you may contact Crisanto L. Rabina, Head, BAC Secretariat at Telephone No. (043) 723-8706.

JEFREN P PANGANIBAN Chairperson, PMOB-BAC

Annex "A"

Price Quotation Form

Date: _

JEFREN P. PANGANIBAN

Chairperson, PMOB-BAC Philippine Ports Authority Port Management Office of Batangas PPA Administration Building, Port Access Road, Calicanto, Batangas City 4200

Dear Mr. Panganiban,

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the procurement of the project, entitled: Printing of PPA Letterhead, we hereby submit our quotation corresponding to your requirements.

ltem No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	10	box	Printing of PPA Letterhead Size: A4 (210mmx297mm), Paper: Special Paper Texture-Laid, Color: Uitra White, Weight: 90gsm, Quality: 500 Sheets per ream		
2	15	box	Printing of PPA Letterhead Size: Long (216mmx330mm), Paper: Special Paper Texture-Laid, Color: Ultra White, Weight: 90gsm, Quality: 500 Sheets per ream		
			Total Amount (in Php)		

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

Very truly yours,

Name / Position / Signature of Authorized Representative

Name of Company

Company Address

Contact Number

Email Address

Annex	"B"
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Omnibus Sworn Statement					
	LIC OF THE PHILIPPINES) IUNICIPALITY OF) S.S.				
	AFFIDAVIT				
02.1					
l, _	, of legal age,,, and residing at [Name of Affiant] [Civil Status] [Nationality]				
after h	[Address of Affiant] aving been duly sworn in accordance with law, do hereby depose and state that:				
	Select one, delete the other:				
	If a sole proprietorship: I am the sole proprietor or authorized representative of				
	with office address at; [address of Bidder]				
	If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of with				
	[Name of Bidder]				
	office address at; [address of Bidder]				
2.	Select one, delete the other:				
	If a sole proprietorship: As the owner and sole proprietor, or authorized representative of				
	I have full power and authority to do, execute and perform any and all [Name of Bidder]				
	acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for				
	[Name of the Project] [Name of				
	as shown in the attached duly notarized Special Power of Attorney;				
	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 to participate, submit the bid, and to sign and execute the ensuing contract for				
	[Name of the Project]				
	of the, as shown in the attached				
	[Name of the Procuring Entity] [state title of attached				
	document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];				
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				
MER()	[Name of Bidder] or its duly authorized representative(s) to verify all the documents submitted;				
6.	Select one, delete the rest:				
	If a sole proprietorship: The owner or sole proprietor is 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 _____

is related to the Head of the Procuring Entity,

[Name of Bidder] 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.	-	5030000408e- 2002608	is aware of and has undertaken the following responsibilities as a Bidder:
		[Name of Bidder]	
	 a) Carefully examine all of the Bidding Documents; 		ding Documents;

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

did not give or pay directly or indirectly, any commission,

[Name of Bidder]

9.

amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ______day of ______at _____ Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _______, with his/her photograph and signature appearing thereon,

[insert type of government identification card used]
with no. ______ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of _____

NAME OF NOTARY PUBLIC

Serial No. of Commission	
Notary Public for	until
Roll of Attorneys No	
PTR No	[date issued], [place issued]
IBP No.	[date issued], [place issued]

Doc. No. _____ Page No. _____ Book No. _____ Series of the