



**Port Management Office of Batangas**  
 PPA ADMINISTRATION BUILDING, PORT ACCESS ROAD, CALICANTO, BATANGAS CITY 4200, PHILIPPINES  
 TEL. NOS. (063) (43) 723-4293, 723-8704, 723-8705, 723-8706, 723-7716, 723-9173, 723-1701, 723-7896, 723-6602, 722-2429  
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 E-MAIL: ppa\_batangas@yahoo.com  
 000-352-232-027 VAT  
**ISO 9001:2008 CERTIFIED**  
 by TÜV Rheiland Phils. Inc.  
 Facilitation of Vessel Entrance and Clearance Process  
**CERTIFICATION No. 01 100 106294**

### REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee for the Procurement of Goods and Consultancy and other Services (BAC-PGCS) will undertake **procurement of consumables of Fuji Xerox Photocopying Machine Model DCS2020**, 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 : **Procurement of Consumables for Fuji Xerox Photocopying Machine Model No. DC2020**
- 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	ABC per unit	Total ABC per unit
1	2	Pc	Toner Cartridge Y DCS2020 (Yellow)	7,990.00	15,980.00
2	2	Pc	Toner Cartridge K DCS2020 (Black)	7,990.00	15,980.00
3	2	Pc	Toner Cartridge C DCS2020 (Cyan)	7,990.00	15,980.00
4	2	Pc	Toner Cartridge M DCS2020 (Magenta)	7,990.00	15,980.00
<b>Total ABC (in Php)</b>					<b>63,920.00</b>

- 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 for the Contract (ABC) : **Php 63,920.00** (inclusive of 12% VAT)
- f. 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; b) Valid PhilGEPS Certificate of Registration or **Printout of Organization Information page indicating PhilGEPS Registration Number**; and c) Latest Income/Business Tax Return shall be submitted in a sealed envelope by mail, courier or hand carried to the BAC-PGCS on or before **9:00 a.m. of March 21, 2018** at the **Port Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

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

**VISION**

*"By 2020, PPA shall have provided port services of global standards"*

**MISSION**

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government
2. Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding values to the country's image and reputation.

3. 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
4. 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.
6. The project shall be awarded to the bidder determined to be the Single or Lowest Calculated and Responsive Quotation.
7. 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.
8. For the information, you may contact **Jocelyn P. Boongaling**, Head, BAC Secretariat at Telephone No. **(043) 723-9173**.

  
**RESTITUTO S. SEBOLLEÑA**  
Chairperson, BAC-PGCS

## Price Quotation Form

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

**RESTITUTO S. SEBOLLENA**

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

Dear Mr. Sebollena,

We hereby submit our quotation for the procurement of the project, entitled: **Procurement of Consumables for Fuji Xerox Photocopying Machine Model No. DC2020**, to wit:

Item No.	Qty.	Unit	Item Description/Specification	Unit Cost	Amount (in pesos)
1	2	Pcs	Toner Cartridge Y DCS2020 (Yellow)		
2	2	Pcs	Toner Cartridge K DCS2020 (Black)		
3	2	Pcs	Toner Cartridge C DCS2020 (Cyan)		
4	2	Pcs	Toner Cartridge M DCS2020 (Magenta)		
<b>Total ABC (in Php)</b>					

The above quoted prices are 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*





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

- a) Carefully examine all of the Bidding 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 the

\_\_\_\_\_.

9. \_\_\_\_\_ did not give or pay directly or indirectly, any commission,  
[Name of Bidder]  
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 \_\_\_\_\_