



**REQUEST FOR QUOTATION (RFQ)**

1. 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**
- d. Delivery Period : **Fifteen (15) days upon receipt of Approved Purchase Order**
- e. Approved Budget for the Contract (ABC) : **PHP 60,500.00**
- f. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	10	box	Printing of <b>PPA Letterhead Size: A4</b> (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 <b>PPA Letterhead Size: Long</b> (216mmx330mm), Paper: Special Paper Texture-Laid, Color: Ultra White, Weight: 90gsm, Quality: 500 Sheets per ream	3,225.00	32,250.00
<b>Total Amount (in Php)</b>					<b>60,500.00</b>

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

- g. Source of Fund : **PPA Corporate Funds**

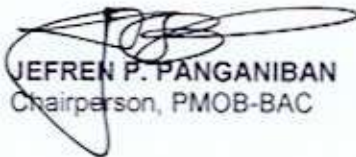
2. The duly accomplished **Price Quotation Form (Annex "A")** and **Omnibus Sworn Statement Form (Annex "B")**, together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and, b) PhilGEPS Registration Number, shall be submitted in a sealed envelope by mail, 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.

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.**

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 **Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.

  
**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC

## 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.

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

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*



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  
\_\_\_\_\_
- [Name of the Project]
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]

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_