



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 for the general cleaning and repair of 3TR package, split type air conditioning units at Record Room (Admin) and VTS Division of PMO Batangas 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 the Project : **General Cleaning and Repair of 3TR Package, Split Type Air Conditioning Units at Record Room (Admin) and VTS Division of PMO Batangas**
- b. Reference No : **BAC-BGS-028A-2021**
- 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 10,600.00 (inclusive of VAT)**
- f. Item Description / Specification :

Item No.	Quantity	Unit	Item Description/Specification	Total Amount
1	2	Units	General Cleaning and Repair of 3TR Package, Split Type Air Conditioning Units at Record Room (Admin) and VTS Division of PMO Batangas	10,600.00

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 "B")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's/Business permit and b) Valid PhilGEPS Registration shall be submitted in an envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m., 04 May 2021** 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

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 initialled 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 winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. A warranty security shall be required from the winning bidder for a period of one (1) year. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
8. For further information, you may contact , **Mr. 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

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: **General Cleaning and Repair of 3TR Package, Split Type Air Conditioning Units at Record Room (Admin) and VTS Division of PMO Batangas**, we hereby submit our quotation corresponding to your requirements.

Item No.	Quantity	Unit	Item Description/Specification	Total Amount
1	2	Units	General Cleaning and Repair of 3TR Package, Split Type Air Conditioning Units at Record Room (Admin) and VTS Division of PMO Batangas	

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

Very truly yours,

Name / Position / Signature over Printed Name of Bidder or Authorized Signatory

Name of Company

Company Address

Contact Number

Email Address