



## REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC) will undertake procurement of “**Courier Service** 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 : **Courier Service for PPA-PMO Batangas**
- b. Reference No. : **BAC-BGS-015A-2021**
- c. Duration : **Eight (8) months (May 2021 to December 2021)**
- d. Approved Budget for the Contract (ABC) : **Php 38,200.00**

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Ordinary Mail Service		
	Intra-Province	Inter-Land	Inter-Air
<b>SMALL</b> 0.25kg (01 – 0.20 grams)	16.00	18.00	21.00
<b>MEDIUM</b> 0.50kg (0.50 grams)	26.00	33.00	38.00
<b>LARGE</b> 2.00kg (200 grams)	87.00	99.00	106.00

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Domestic Express Mail Service		
	Intra-Province	Inter-Land	Inter-Air
<b>LARGE</b> 2.00kg (200 grams)	167.00	178.00	200.00

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Domestic Registered Mail Service		
	Intra-Province	Inter-Land	Inter-Air
<b>MEDIUM</b> 0.50kg (0.50 grams)	44.00	51.00	56.00
<b>LARGE</b> 2.00kg (200 grams)	115.00	121.00	129.00

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

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

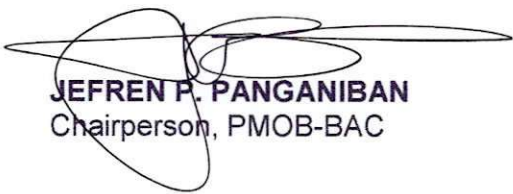
2. The duly accomplished **Price Quotation Form (Annex “A”)** and duly conformed **Terms of Reference (TOR) (Annex “B”)** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor’s/Business permit; and b) Valid PhilGEPS Registration Number; shall

be submitted in by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 25 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

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

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 **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 "**Courier Service for PPA-PMO Batangas**", we hereby submit our proposal corresponding to your requirements.

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Ordinary Mail Service		
	Intra-Province	Inter-Land	Inter-Air
<b>SMALL</b> 0.25kg (01 – 0.20 grams)			
<b>MEDIUM</b> 0.50kg (0.50 grams)			
<b>LARGE</b> 2.00kg (200 grams)			
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DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Domestic Registered Mail Service		
	Intra-Province	Inter-Land	Inter-Air
<b>MEDIUM</b> 0.50kg (0.50 grams)			
<b>LARGE</b> 2.00kg (200 grams)			

The above quoted prices are inclusive of all costs and applicable taxes. The aforementioned requirement shall be rendered to **Philippine Ports Authority – Port Management Office of Batangas, PPA Administration Building, Port Access Road, Calicanto Batangas City** within a **period of eight (8) months** upon receipt of a written notice or Contract, whichever is applicable.

Very truly yours,

\_\_\_\_\_  
Name/Position/Signature of Representative\_\_\_\_\_  
Name of Company\_\_\_\_\_  
Company Address\_\_\_\_\_  
Contact Number\_\_\_\_\_  
Email Address

## TERMS OF REFERENCE

For the Courier Service for PPA-PMO Batangas

### 1. RATIONALE

1.1.1. This Terms of Reference (TOR) shall serve as guide to the parties interested to participate for the **Courier Service for PPA-PMO Batangas**.

### 2. OBJECTIVES

- 2.1. To ensure continuous delivery of enveloped/packages containing PPA-PMO Batangas' documents to intended recipients; and,
- 2.2. To engage the services of a competent service provider for the **Courier Service for PPA-PMO Batangas** in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

### 3. SCOPE OF WORK

- 3.1. Pick-up of envelope/packages of PPA at PPA New Administration Building, Port Access Road, Calicanto, Batangas City at 4:00 pm as per advise from PPA Authorized Personnel;
- 3.2. Delivery of envelopes/packages containing PPA documents to intended recipient/s the following day after the service provider's receipt thereof, to any point in the Philippines covered by the latter's delivery zone;
- 3.3. Return to PPA-PMO Batangas copy of the Shipment Form or other proof of delivery schedules pick-up day;
- 3.4. Return the envelope/packages in good condition to PPA within five (5) days for the following instances:
  - 3.4.1. Consignee moved to unknown address;
  - 3.4.2. Consignee is unknown at the given address;
  - 3.4.3. In case of natural calamity preventing delivery; or,
  - 3.4.4. Consignee refused to accept the goods/shipment;
- 3.5. Documents that cannot fit in any of the plastic envelope/pouch mentioned herein shall be placed and sent inside a package.

### 4. SERVICE FEE

#### Ordinary Mail Service

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Intra-Province	Inter-Land	Inter-Air
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### Domestic Express Mail Service

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Intra-Province	Inter-Land	Inter-Air
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### Domestic Registered Mail Service

DOCUMENTS Plastic Envelope / Pouch Size (approximate)	Intra-Province	Inter-Land	Inter-Air
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LARGE 2.00kg (200 grams)	115.00	121.00	129.00

## 5. PAYMENT SCHEDULE

- 5.1. The SERVICE PROVIDER shall issue a billing statement every 15<sup>th</sup> and 30<sup>th</sup> of the month and shall be settled by PPA after Fifteen (15) calendar days upon receipt of the billing.
- 5.2. In the event that PPA disputes any of the charges therein, it shall inform the SERVICE PROVIDER of such dispute within three (3) calendar days. The foregoing notwithstanding, PPA shall promptly pay the undisputed charges within fifteen (15) calendar days period specified above.

## 6. OBLIGATIONS AND RESPONSIBILITIES OF SERVICE PROVIDER

- 6.1. Liability of the SERVICE PROVIDER for any claim of damaged or lost envelopes/packages after PPA has turned over the envelopes/packages to the former except for the instances enumerated in Item 3.4 – Scope of Work;
- 6.2. Sees to it that SERVICE PROVIDER's personnel assigned to deliver shall be tidy and neat, and shall wear appropriate clothing. They shall at all times wear their employees Identification Card and Port Access Pass.
- 6.3. The SERVICE PROVIDER guarantees and warrants the proper hygiene/sanitation in the handling of envelopes/packages after receipt from PPA and ensures that the same are free from any contaminants, hazardous materials or radioactive elements during the handling and process of delivery thereof.
- 6.4. The PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the SERVICE PROVIDER whether or not occurring during the performance of their duties. The SERVICE PROVIDER agrees and binds itself to indemnify the PPA for whatever injuries or damages caused or occasioned or contributed to by

failure, negligence or conduct of the SERVICE PROVIDER arising out of or in connection with or on the occasion of the performance of this agreement. The SERVICE PROVIDER shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulation and binds itself to save and hold PPA free and harmless from any and all liabilities, losses, damages, judgments fines and penalties arising from and by reason of his Terms of Reference (TOR) and its implementation.

- 6.5. Pay the salaries of their employees and provide them the benefits provided by existing laws and regulations;
- 6.6. Pay taxes in full and in times. Failure to do so will entitle the PPA to suspend payment for any services rendered by the SERVICE PROVIDER;
- 6.7. No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the SERVICE PROVIDER;
- 6.8. The SERVICE PROVIDER agrees and obligates itself to restore to tis original condition, on its own account, any facility belonging to PPA and / or public and private property which are damaged or in any manner adversely affected by the SERVICE PROVIDER in connection with the performance of its obligations under the Contract;
- 6.9. The SERVICE PROVIDER agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought by any third party whomsoever by reason of this Contract.
- 6.10. The SERVICE PROVIDER shall strictly comply with all existing PPA rules, regulations, policies and guidelines.
- 6.11. The SERVICE PROVIDER shall provide sufficient number of personnel, on its own account, in connection with the performance of its obligations under the Contract, that possess the following qualification requirements:
  - 6.11.1 Should be physically fit to work;
  - 6.11.2 Should be able to read and write;
  - 6.11.3 Must be of good moral character; and,
  - 6.11.4 Should not have been held liable/convicted, criminally or administratively before any court, tribunal, or quasi-judicial agency.
- 6.12. The SERVICE PROVIDER shall, within twenty-four (24) hours, inform PPA-PMO Batangas through phone call and email if the envelope(s)/package(s) are not delivered to the receipt within agreed delivery period.

## 7. RIGHTS OF THE PHILIPPINE PORTS AUTHORITY

- 7.1. Grant the SERVICE PROVIDER the sole and exclusive contract for the **Courier Service for PPA-PMO Batangas** within its vicinity subject to the scope of undertaking to be prescribed thereafter.

7.2. PPA may request for the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.

## 8. DURATION OF CONTRACT

The duration of contract shall be of a period of eight (8) months.

## 9. PARAMETERS FOR PAYMENT

9.1. For and in consideration of the full, satisfactory and faithful performance by the SERVICE PROVIDER of all its undertaking defined and provided for under this Terms of Reference (TOR), the Authority agrees to pay the amount prescribed on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the Statement of Account / Billing Statement;

9.2. The Billing Statement issued by the SERVICE PROVIDER shall be issued to PPA every 15<sup>th</sup> and 30<sup>th</sup> of the month and shall be settled by PPA after fifteen (15) calendar days upon receipt of the billing.

9.3. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

Recommending Approval:

  
**MARGARITA EMELYN B. VILLAMOR**  
End-User / Division Manager A, Admin Division

Approved by:

  
**JOSE O. SINOCRUZ PhD**  
Port Manager

Conforme:

\_\_\_\_\_  
Authorized Signatory