



## REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake procurement of **holder pad for Gestetner Copier machine (Model MP2014) used by the Administrative Division** in accordance with Section 50, Direct Contracting, 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 : **Supply, Delivery and Installation of Gestetner Copier Holder Pad**
- b. Reference No. : **BAC-BGS-028B-2021**
- c. Delivery Site : **Philippine Ports Authority - PMO Batangas (PPA-PMOB)  
PPA Administration Bldg., Port Access Road,  
Calicanto, Batangas City**
- d. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description/Specification	Total Amount
1	1	UNT	<b>Gestetner Copier Holder Pad (Part No. D2452736)</b>	930.70

- e. Delivery Period : Within **SEVEN (7)** 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.
- f. Approved Budget for the Contract (ABC) : **Php 930.70**
- g. Source of Fund : **PPA Corporate Funds**
2. The bidder who is the authorized distributor and concessionaire of Gestetner products in the Philippines is invited to submit proposal within THREE (3) days upon receipt of this RFQ.
3. All quotations may be submitted by mail, courier or hand carried, 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

4. 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
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. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

7. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.

8. The project shall be awarded to the bidder with quotation not exceeding the given ABC and after submitting to the BAC of its valid and current documents, to wit:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration Number

11. For the information, you may contact **Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.



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