



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 **binding of various PPA issuances and other documents** 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 : **Binding of PPA Issuances and Documents**
- b. Reference No. : **BAC-BGS-039B-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 12,650.00**
- f. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	22	pcs	Binding of various PPA Issuances and other documents: Hardbound, Size: 8.5x13 inches, Cover: Royal Blue, Stamp: Gold Stamping, Thickness: 1-3 inches	575.00	12,650.00
Total Amount (in Php)					12,650.00


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 "A")** 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 an envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 01 June 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 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: **Binding of PPA Issuances and Documents**, we hereby submit our quotation corresponding to your requirements.

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	22	pcs	Binding of various PPA Issuances and other documents: Hardbound, Size: 8.5x13 inches, Cover: Royal Blue, Stamp: Gold Stamping, Thickness: 1-3 inches		
Total Amount (in Php)					

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