

REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee for the Procurement of Goods (BAC-PG) will undertake procurement of **printing of various office forms and 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 Computation Sheets, Wharfage Clearance Certificate, PPA Letterhead Long and A4**
- b. Delivery Site : **PPA PMO Batangas**
- c. Delivery Period : **Thirty (30) days upon receipt of Approved Purchase Order**
- d. Approved Budget for the Contract (ABC) : **PHP 113,850.00**
- e. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification
1	500	pads	Computation Sheets 8.5" x 11" GSP Bond with colored PPA Logo; 50 sets/pad in triplicate copies; Original Copy: White; Duplicate Copy: Yellow; Triplicate Copy: Pink; Pre-numbered starting to No. 325901
2	10	pads	Wharfage Clearance Certificate 8.5" x 11" GSP Bond 50 sets per pad in quintuplicate copies; 1 copy each for oil company, Port of Unloading – Finance and Operations, Port of Loading - Finance and Operations; Pre-numbered starting to WCC No. 3200-2017-4001
3	5	reams	PPA Letterhead, A4 Special Paper Texture-Laid, Color-Ultra White 90 gsm (216mm x 297mm)
4	3	reams	PPA Letterhead, Long Special Paper Texture-Laid, Color-Ultra White 90 gsm (216mm x 330mm)

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

- f. 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; b) Valid PhilGEPS Certificate of Registration; and c) Latest Income/Business Tax Return shall be submitted in a sealed envelope by mail, courier or hand carried to the BAC-PG on or before **9:00 a.m.** of **June 21, 2017** at the **Port Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

RESTITUTO S. SEBOLLENA
Chairperson, BAC-PG
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 **Mr. Gilbert N. Rivera**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.

(Signed)
RESTITUTO S. SEBOLLENA
Chairperson, BAC-PG

Price Quotation Form

Date: _____

RESTITUTO S. SEBOLLENA

Chairperson, BAC-PG
 Philippine Ports Authority
 Port Management Office of Batangas
 PPA Administration Building
 Port Access Road, Calicanto
 Batangas City

Dear Mr. Sebollena,

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 Computation Sheets, Wharfage Clearance Certificate, PPA Letterhead Long and A4**, we hereby submit our quotation corresponding to your requirements.

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Price	Amount
1	500	pads	Computation Sheets 8.5" x 11" GSP Bond with colored PPA Logo; 50 sets/pad in triplicate copies; Original Copy: White; Duplicate Copy: Yellow; Triplicate Copy: Pink; Pre-numbered starting to No. 325901		
2	10	pads	Wharfage Clearance Certificate 8.5" x 11" GSP Bond 50 sets per pad in quintuplicate copies; 1 copy each for oil company, Port of Unloading – Finance and Operations, Port of Loading - Finance and Operations; Pre-numbered starting to WCC No. 3200-2017-4001		
3	5	reams	PPA Letterhead, A4 Special Paper Texture-Laid, Color-Ultra White 90 gsm (216mm x 297mm)		
4	3	reams	PPA Letterhead, Long Special Paper Texture-Laid, Color-Ultra White 90 gsm (216mm x 330mm)		
TOTAL					

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
[Name of Affiant] *[Civil Status]* *[Nationality]*

[Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of _____
[Name of Bidder]
_____ with office address at _____;
[address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated
representative of _____ with
[Name of Bidder]
office address at _____;
[address of Bidder]

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of _____
[Name of Bidder] I have full power and authority to do, execute and perform any and all
acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____
_____ of the _____
[Name of the Project] *[Name of*
the Procuring Entity] as shown in the attached duly notarized *Special Power of Attorney;*

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute
and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing
contract for _____
[Name of the Project]
of the _____, as shown in the attached _____
[Name of the Procuring Entity] *[state title of attached*

document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:);

3. _____ is not "blacklisted" or barred from bidding by the
[Name of Bidder]
Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign
government/foreign or international financing institution whose blacklisting rules have been recognized by the
Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the
original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Head of the Procuring Entity
[Name of Bidder]
or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not 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 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]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____