



**PHILIPPINE PORTS  
AUTHORITY**  
Port Management Office of Batangas  
PPA ADMINISTRATION BUILDING, PORT ACCESS ROAD, CALICANTO, BATANGAS CITY 4200, PHILIPPINES  
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**ISO 9001:2008 CERTIFIED**  
by TÜV Rheinland Phils. Inc.  
Facilitation of Vessel Entrance and Clearance Process  
CERTIFICATION No. 01 100 106294

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## REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee for the Procurement of Goods and Consultancy and other Services (BAC-PGCS) will undertake procurement of supply and delivery of purified drinking water for PMO in accordance with Section 53.9, Small Value Procurement, of the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:
  - a. Name of Project : **Supply and Delivery of 5,500 Jugs Purified Drinking Water (5-gallon Container) for PMO Batangas for CY 2017**
  - b. Brief Description : **To ensure continuous supply of purified drinking water**
  - c. Delivery Period : **Weekly basis as per order of PPA-PMOB**
  - d. Duration : **One Year**
  - e. Approved Budget for the Contract (ABC) : **Php 220,000.00**
  - f. Source of Fund : **PPA Corporate Operating Budget**
2. The duly accomplished **Price Quotation Form (Annex "A")** and **Omnibus Sworn Statement Form (Annex "B")** together with **CERTIFIED TRUE COPY** of the following documents **must be placed in a sealed envelope and submitted in accordance with Item No. 3** hereof:
  - a. Registration Certificate (e.g. DTI for sole proprietorship, SEC, etc.)
  - b. Valid Mayor's Permit
  - c. Printout of Organization Information page indicating **PhilGEPS Registration Number**;
  - d. BIR Certificate of Registration
  - e. Latest Income Tax / Business Tax returns
  - f. Valid Barangay Business Clearance
  - g. CY 2017 proof that the quality of the processed water passed the Philippine National Standards for Drinking Water (PNSDW) as certified by DOH-accredited laboratory
  - h. Signed Terms of Reference

**Non-submission of any of the above required documents shall be a ground for disqualification.**

3. All quotations may be submitted by mail, courier or hand carried on or before **9:00 a.m., November 13, 2017** at the **Port Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

**RESTITUTO S. SEBOLLENA**  
Chairman, BAC-PGCS  
Philippine Ports Authority  
PMO-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.

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### VISION

*"By 2020, PPA shall have provided port services of global standards"*

### MISSION

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government
2. Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding values to the country's image and reputation.

5. The Authorized Representative must sign the conforme of the **Terms of Reference** of this RFQ.
6. 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.
7. The project shall be awarded to the supplier determined to have submitted the complete documents and lowest quotation or the single quotation in case of lone supplier.
8. Prospective supplier 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.
9. PPA-PMOB reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
10. For the information, you may contact **Ms. Jocelyn P. Boongaling**, Head, BAC Secretariat at Telephone No. **(043) 723-9173**.

  
**RESTITUTO S. SEBOLLEÑA**  
Chairperson, Bids and Awards Committee  
for the Procurement of Goods and Consultancy  
and other Services (BAC-PGCS)

## Price Quotation Form

Date: \_\_\_\_\_

**RESTITUTO S. SEBOLLENA**

Chairperson, Bids and Awards Committee for Procurement  
of Goods and Consultancy and other Services  
Port Management Office of Batangas  
Philippine Ports Authority  
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 project entitled "**Supply and Delivery of 5,500 jugs Purified Drinking Water (5-gallon container) for PMO Batangas for CY 2017**", we hereby submit our proposal corresponding to your requirements.

Item Description	Quoted Amount (in Pesos)
Supply and Delivery of 5,500 Jugs (5 gallon container) of Purified Drinking Water for PMO Batangas for CY 2017	
<b>TOTAL</b>	

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

Very truly yours,

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



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  
\_\_\_\_\_.

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 \_\_\_\_\_

## TERMS OF REFERENCE

### For the Supply and Delivery of 5,500 Jugs Purified Drinking Water (5-Gallon Container) for PMO Batangas for CY 2017

#### 1. RATIONALE

This Terms of Reference (TOR) shall serve as guide to the parties interested to participate for the **Supply and Delivery of 5,500 Jugs Purified Drinking Water (5-Gallon Container) for PMO Batangas for CY 2017.**

#### 2. OBJECTIVES

- 2.1 To ensure continuous supply of clean purified drinking water for PMO Batangas; and,
- 2.2 To engage the services of a competent supplier for the **Supply and Delivery of 5,500 Jugs Purified Drinking Water (5-Gallon Container) for PMO Batangas for CY 2017** in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

#### 3. SCOPE OF UNDERTAKING

- 3.1 **Areas Covered.** The areas covered by the services are the following:

Areas Covered		No. of Dispensers
<b>PPA Administration Building</b>		
7 <sup>th</sup> Floor	Vessel Traffic Services Division	1
	Conference Room	1
	Training Room	1
6 <sup>th</sup> Floor	Office of the Port Manager	1
	Ante-Room	1
	BDMO	1
5 <sup>th</sup> Floor	Engineering Services Division	1
	Port Services Division	1
4 <sup>th</sup> Floor	Administrative Division	2
	Finance Division	2
3 <sup>rd</sup> Floor	COA	1
Ground Floor	Port Police Division	1
	Lobby	1
<b>Port of Batangas - Baseport</b>		
	PMOB Guest House	1
	Terminal Section	1
	Marine Section	1
	Cashier / Collection Section	1
	PPD Head Quarters	1
	Main Gate	1
<b>Port of Bauan</b>		
	TMO Bauan	1
<b>TOTAL</b>		<b>22</b>

### 3.2 Scope of Work

- 3.2.1 Delivery of purified drinking water which has undergone Water Purification process with a minimum of Twenty-One (21) stages;
- 3.2.2 Provision of hot and cold compressor cooling water dispenser;
- 3.2.3 Maintenance and cleaning of water dispensers on a monthly basis (during Saturdays), free of charge;
- 3.2.4 Delivery during Office Hours, Monday to Sunday, between 8:00 AM to 5:00 PM, as requested by any of the divisions/offices mentioned in Item 3.1;
- 3.2.5 Such other work necessary to ensure efficient delivery of the project.

## 4. TECHNICAL REQUIREMENTS

Description	Quantity	Unit	Delivery Schedule
<b>Purified Drinking Water (5-gallon container)</b> (clean and clear jugs)	5,500	Jugs	Weekly basis as per order of PPA PMOB
<b>Hot and Cold Compressor Cooling Water Dispenser</b> (in good working condition)	22 (at least 10 units are brand new)	Units	Contract duration

## 5. TERMS AND CONDITIONS

### 5.1 Obligations and Responsibilities of the SUPPLIER

- 5.1.1 Sees to it that SUPPLIER'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.
- 5.1.2 The SUPPLIER shall repair any defective dispenser unit immediately or replace the same. The replacement dispenser unit must be clean and in good condition which may be rejected by PPA if found in the contrary.
- 5.1.3 The SUPPLIER guarantees and warrants the availability and cleanliness of all supplied purified drinking water and water dispenser;
- 5.1.4 The SUPPLIER shall submit on monthly basis of the result(s) of laboratory analysis done by a DOH-accredited laboratory on purified water samples obtained from plant, that same has passed the Philippine National Standards for Drinking Water (PNSDW), at the expense of supplier;
- 5.1.5 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 SUPPLIER whether or not occurring during the performance of their duties. The SUPPLIER 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 SUPPLIER arising out of or in connection with or on the occasion of the performance of this agreement. The SUPPLIER 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 this Terms of Reference (TOR) and its implementation.

- 5.1.6 Pay the salaries of their employees and provide them the benefits provided by existing laws and regulations;
- 5.1.7 Pay taxes in full and on time. Failure to do so will entitle the PPA to suspend payment for any services rendered by the SUPPLIER;
- 5.1.8 No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the SUPPLIER;
- 5.1.9 To guarantee the faithful performance of the winning SUPPLIER of its obligations under the contract, it shall post a Performance Security in any of the following forms :

Form of Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

- 5.1.10 The SUPPLIER guarantees and warrants availability, quality and genuineness of all equipment, tools, materials, supplies and accessories to be delivered and used in the rendition of service under the Contract. It shall in its own account and expense rectify any defect(s) which may be discovered in accordance with the provision of Section 62 of the Revised IRR of R.A. 9184;
- 5.1.11 The SUPPLIER agrees and obligates itself to restore to its 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 SUPPLIER in connection with the performance of its obligations under the Contract;
- 5.1.12 The SUPPLIER 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.
- 5.1.13 The SUPPLIER shall strictly comply with all existing PPA rules, regulations, policies and guidelines.
- 5.1.14 The SUPPLIER shall provide sufficient number of personnel, on its own account, in connection with the performance of its obligations under the Contract, that posses the following qualification requirements:
  - 5.1.14.1 Should be physically fit to work;
  - 5.1.14.2 Should be able to read and write;
  - 5.1.14.3 Must be of good moral character; and
  - 5.1.14.4 Should not have been held liable/convicted, criminally or administratively before any court, tribunal, or quasi-judicial agency.

## 5.2 Rights of the Philippine Ports Authority

- 5.2.1 Grant the SUPPLIER the sole and exclusive contract for the **Supply and Delivery of 5,500 Jugs Purified Drinking Water (5-Gallon Container) for PMO Batangas for CY 2017** within its vicinity subject to the scope of undertaking to be prescribed thereafter.



- 5.2.2 PPA may bring randomly selected sealed jug/s to Batangas City Water District (BCWD) for laboratory analysis. The random selection of jug/s shall be witnessed by a representative from PPA and Supplier, and both shall sign on the seal to ensure that the jug/s will not be tampered. Its opening at BCWD shall be witnessed by both parties.
- 5.2.3 PPA shall require the SUPPLIER the immediate replacement of any delivered jugs found to have impurities/foreign objects.
- 5.2.4 PPA may request for the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.

## 6. DURATION OF CONTRACT

The duration of contract shall be for a period of twelve (12) months from the date of execution of contract.

## 7. PARAMETERS FOR PAYMENT

7.1 For and in consideration of the full, satisfactory and faithful performance by the SUPPLIER 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 following supporting documents:

- 7.1.1 Statement of Account;
- 7.1.2 Delivery Receipt and Invoice duly signed by PPA representative;
- 7.1.3 Result of monthly laboratory analysis from DOH-accredited laboratory;

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

Recommending Approval

**(Signed)**  
**MARGARITA EMELYN B. VILLAMOR**  
End-User / Administrative Division Manager

Approved by:

**(Signed)**  
**LEOPOLDO C. BISCOCHO, JR.**  
Port Manager

Conforme:

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