



## 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 for the general cleaning, servicing and repair services of air-conditioning units (ACUs) installed at various RCs of PMO Batangas including TMO Bauan and Radar Stations 1 and 2 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 the Project : **General Cleaning, Servicing and Repair of Air-Conditioning Units (ACUs) of Various RCs of PMO Batangas including TMO Bauan and Radar Stations 1 and 2**
- b. Reference No : **RFQ-25-PR-BAT-1152-20**
- 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 258,400.00 (inclusive of VAT)**
- f. Item Description / Specification :

Item No.	Quantity	Unit	Item Description/Specification	Total Amount
1	1	LOT	General Cleaning, Servicing and Repair of Air-Conditioning Units (ACUs) of Various RCs of PMO Batangas including TMO Bauan and Radar Stations 1 and 2  See attached list as <b>Annex "A"</b> of this RFQ	<b>258,400.00</b>

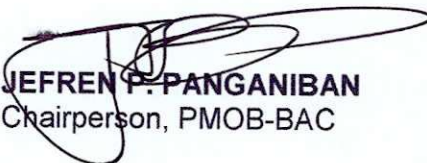
Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

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

2. The duly accomplished **Price Quotation Form (Annex "B")** and **Omnibus Sworn Statement Form (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's/Business permit; b) Valid PhilGEPS Registration; and c) Latest Income/Business Tax Return shall be submitted in a sealed envelope by mail, courier or hand carried to the **PMOB-BAC** on or before **9:00 a.m., 25 November 2020** 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 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 , **Mr. Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.

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

**General Cleaning, Servicing and Repair of various Air-conditioning Units of PMO Batangas  
various RCs including TMO Bauan and Radar Stations 1 and 2.**

Item No.	Location	Description of ACU (Brand, Capacity, Type)	Scope of Work	Qty.	Unit Cost	Amount
	<b>Admin. Bldg.</b>					
	<b>Ground Floor Offices</b>					
1	Lobby Area	Gree, 5TR Cassette Type	General Cleaning / System Reprocess (Leak Detect & Repair, Recharging of Freon)	2 units 2 lots	3,000.00 10,000.00	26,000.00
2	PPD Office	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
3	RA 11032 Center	Carrier, 1.5HP Wall Mounted	General Cleaning	1 unit	1,500.00	1,500.00
	<b>3<sup>rd</sup> Floor, COA Offices</b>					
4	COA Auditor's Office	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
5	COA Staff Auditors	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
6	COA Staff (Outside	Gree, 5TR Floor Mounted	General Cleaning	1 unit	3,000.00	3,000.00
7	Adjacent Area (Occupied by Water District Auditors)	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
	<b>4<sup>th</sup> Floor Finance Division</b>					
8	Finance Manager	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
9	FM Adjacent Room	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
10	Corp. Finance Services Chief	Condura, Window Type	General Cleaning	1 unit	700.00	700.00
11	Finance Staff	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
12	Finance Conference Room	Carrier, 5TR Floor Mounted	General Cleaning / Replacement of Indoor Fan Motor	1 unit 1 lot	2,000.00 10,000.00	12,000.00
13	Finance Waiting Area/Pantry	Gree, 3TR Floor Mounted	General Cleaning / Replacement of Outdoor Compressor Capacitor / System Reprocess (Leak Detect & Repair, Recharging of Freon)	1 unit 1lot 1lot	3,000.00 2,000.00 7,500.00	12,500.00
14	Cashier (Disbursing)	Gree, 2HP Window Type	General Cleaning	1 unit	700.00	700.00
15	Cashier (Collecting)	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
16	Finance Staff	Carrier, 5TR Floor Mounted	General Cleaning / Repair of Drain System	1 unit 1 lot	2,000.00 2,000.00	4,000.00
	<b>4<sup>th</sup> Floor Administrative Division</b>					
17	Admin Manager	Carrier, 3TR Floor Mounted	General Cleaning / Replacement of Time Delay	1 unit 1 lot	2,000.00 2,000.00	4,000.00
18	Admin Officer	Carrier, 1.5HP Wall Mounted	General Cleaning	1 unit	1,500.00	1,500.00
19	Admin Staff (IT Personnel Area)	Carrier, 5TR Floor Mounted	General Cleaning / System Reprocess (Leak Detect &	1 unit 1 lot	2,000.00 10,000.00	12,000.00


			Repair, Recharging of Freon)			
20	Supply Room	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
21	Personnel Room	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
22	IT Room	Carrier, 1.5HP Window Type	General Cleaning / System Reprocess (Leak Detect & Repair, Recharging of Freon)	1 unit 1 lot	700.00 3,500.00	4,200.00
23	Pantry Area	Condura, 2HP Window Type	General Cleaning	1 unit	700.00	700.00
<b>5<sup>th</sup> Floor, Engineering Services Division</b>						
24	ESD Manager	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
25	ESD Staff (ACU 1 & 2)	Gree, 3TR Floor Mounted	General Cleaning	2 units	2,000.00	4,000.00
26	ESD Conference Room (BAC)	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
<b>5<sup>th</sup> Floor, Port Services Division</b>						
27	PSD Manager	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
28	PSD Staff	Gree, 3TR Floor Mounted	General Cleaning	2 units	2,000.00	4,000.00
29	PSD Pantry	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
30	PSD Stock Room	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
<b>6<sup>th</sup> Floor, Office of the Port Manager</b>						
31	Port Manager	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
32	Port Manager's Quarter	Koppel, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
33	OPM Staff ACU - 1	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
34	OPM Staff ACU - 2	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
35	Legal Office	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
36	EA Office	Koppel, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
37	BDMO	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
38	VIP Room/COA	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
39	VIP Quarter – 1	Carrier, 3TR Floor Mounted	General Cleaning / Replacement of Capacitor	1 unit 1 lot	2,000.00 2,000.00	4,000.00
40	VIP Quarter – 2	Carrier, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
<b>7<sup>th</sup> Floor, Office of the Port Manager</b>						
41	VTSD Manager	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
42	VTS Control Room	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
43	VTS Equipment Room	Gree, 3TR Floor Mounted	General Cleaning	1 unit	3,000.00	3,000.00
44	Conference Room, ACU - 1	Gree, 5TR Ceiling Mounted	General Cleaning	1 unit	3,000.00	3,000.00
45	Conference Room, ACU - 2	Gree, 5TR Ceiling Mounted	General Cleaning	1 unit	3,000.00	3,000.00
46	Conference Room, ACU - 3	Gree, 3TR Ceiling Mounted	General Cleaning	1 unit	2,000.00	2,000.00


47	Training Room	Carrier, 5TR Floor Mounted	General Cleaning / Replacement of Capacitor	1 unit 1 lot	2,000.00 2,000.00	4,000.00
48	Technical Assistant Office	Condura, Window Type	General Cleaning	1 unit	700.00	700.00
<b>PM's Guest House</b>						
49	Dining Room	Wall Mounted	General Cleaning	1 unit	1,500.00	1,500.00
50	Living Room	5TR Floor Mounted	General Cleaning / System Reprocess (Leak Detect & Repair, Recharging of Freon) / Replacement of Universal PCB Controller	1 unit 1 lot 1 lot	2,000.00 7,500.00 4,000.00	13,500.00
51	Guest Room (Gnd. Floor)	Wall Mounted	General Cleaning / System Reprocess (Leak Detect & Repair, Recharging of Freon)	1 unit 1 lot	1,500.00 6,500.00	8,000.00
52	Guest Room (2nd. Floor)	Wall Mounted	General Cleaning / Replacement of Universal PCB Controller	1 unit 1 lot	1,500.00 4,000.00	5,500.00
53	Master's Bedroom	Wall Mounted	General Cleaning / System Reprocess (Leak Detect & Repair, Recharging of Freon) / Replacement of Universal PCB Controller	1 unit 1 lot 1 lot	1,500.00 6,500.00 4,000.00	12,000.00
54	Comfort Room	Wall Mounted	General Cleaning / System Reprocess (Leak Detect & Repair, Recharging of Freon) / Replacement of Universal PCB Controller	1 unit 1 lot 1 lot	1,500.00 6,500.00 4,000.00	12,000.00
<b>PPD Head Quarters</b>						
55	PPD Manager	Gree, Window Type	General Cleaning	1 unit	700.00	700.00
56	Operations Officer	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
57	Investigation Office	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
58	Quarters – 1	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
59	Quarters – 2	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
<b>Passenger Terminal Building – II</b>						
<b>Operations Office</b>						
60	Terminal Supervisor	Gree, 3TR Ceiling Mounted	General Cleaning	1 unit	3,000.00	3,000.00
61	Terminal Operations Officer	White Westing House, Window Type	General Cleaning	1 unit	700.00	700.00
62	Operations/Staff	Carrier, Floor Mounted	General Cleaning / Replacement of Outdoor Fan Motor (New Fan Motor)	1 unit 1 lot	2,000.00 10,000.00	12,000.00
<b>Marine Section</b>						
63	Harbor Master	Window Type	General Cleaning	1 unit	700.00	700.00

64	Marine Staff	Gree, 3TR Floor Mounted	General Cleaning	1 unit	2,000.00	2,000.00
<b>Finance Baseport Cashier</b>						
65	Collecting Office	Carrier, 3TR Floor Mounted	General Cleaning / Dismantle and Relocation of Indoor Unit	1 unit 1 lot	2,000.00 8,000.00	10,000.00
66		Gree, Window Type	General Cleaning	1 unit	700.00	700.00
<b>Main Gate</b>						
67	Collecting Office	Carrier, Window Type	General Cleaning	1 unit	700.00	700.00
<b>TMO Bauan</b>						
68	Division Manager	Window Type	General Cleaning	1 unit	700.00	700.00
69	TMO Staff – ACU 1	Window Type	General Cleaning	1 unit	700.00	700.00
70	TMO Staff – ACU 2	Window Type	General Cleaning	1 unit	700.00	700.00
<b>Radar Stations</b>						
71	RS 1, Sta. Clara, Batangas City	Window Type	General Cleaning	1 unit	1,400.00	1,400.00
72	RS 2, Pagkilatan, Batangas City	Window Type	General Cleaning	1 unit	1,400.00	1,400.00
<b>ESTIMATED TOTAL AMOUNT</b>					<b>258,400.00</b>	

Prepared By:

Checked By:

  
**ROLANDO C. BUITIZON**  
 Procurement Officer B

  
**AURORA A. MENDOZA**  
 Administrative Officer IV

Noted By:

  
**MARGARITA EMELYN B. VILLAMOR**  
 Manager, Administrative Division

## 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

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: **General Cleaning, Servicing and Repair of Air-Conditioning Units (ACUs) of Various RCs of PMO Batangas including TMO Bauan and Radar Stations 1 and 2**, we hereby submit our quotation corresponding to your requirements.

Item No.	Quantity	Unit	Item Description/Specification	Total Amount
1	1	LOT	General Cleaning, Servicing and Repair of Air-Conditioning Units (ACUs) of Various RCs of PMO Batangas including TMO Bauan and Radar Stations 1 and 2	

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

Very truly yours,

\_\_\_\_\_  
*Name / Position / Signature over Printed Name of Bidder or Authorized Signatory*

\_\_\_\_\_  
*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 \_\_\_\_\_  
[Name of the Project] of the \_\_\_\_\_  
[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 \_\_\_\_\_