



## 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 semi-expendable furniture and fixture, through Small Value Procurement, in accordance with Sec. 53.9 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 : **Procurement of Semi-Expendable Furniture and Fixture**
- b. Reference No. : **RFQ-28-PR-BAT-1155-20**
- c. Delivery Site : **PPA PMO Batangas**
- d. Delivery Period : **Within FIFTEEN (15) days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.**
- e. Approved Budget for the Contract (ABC) : **PHP 997,000.00 (inclusive of VAT)**
- f. Item Description / Specification :

Item No.	Quantity	Unit	Item Description/Specification	Unit Cost	Total Amount
1	5	units	Lateral Filing Cabinet, 3 Layers, Steel	14,000.00	70,000.00
2	100	units	Monobloc Chair	480.00	48,000.00
3	50	units	Executive Chair	6,000.00	300,000.00
4	70	units	Jr. Executive Chair	4,700.00	329,000.00
5	100	units	Training Chair	2,500.00	250,000.00
<b>Total Amount (in Php)</b>					<b>997,000.00</b>

Item should comply with the specifications mentioned in **Annex "A"** hereof.

Interested suppliers may quote on any or all of the items enumerated above. All items quoted shall be lower than the given ceiling amount. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

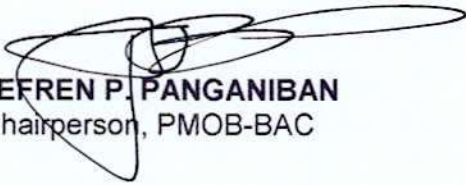
- g. Source of Fund : **PPA Corporate Funds**

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) PhilGEPS Registration Number; 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., 07 December 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

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification. Late bids shall not be accepted.

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 **Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.

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



'Annex A'

## Lateral Filing Cabinet, 3 Layers, Steel

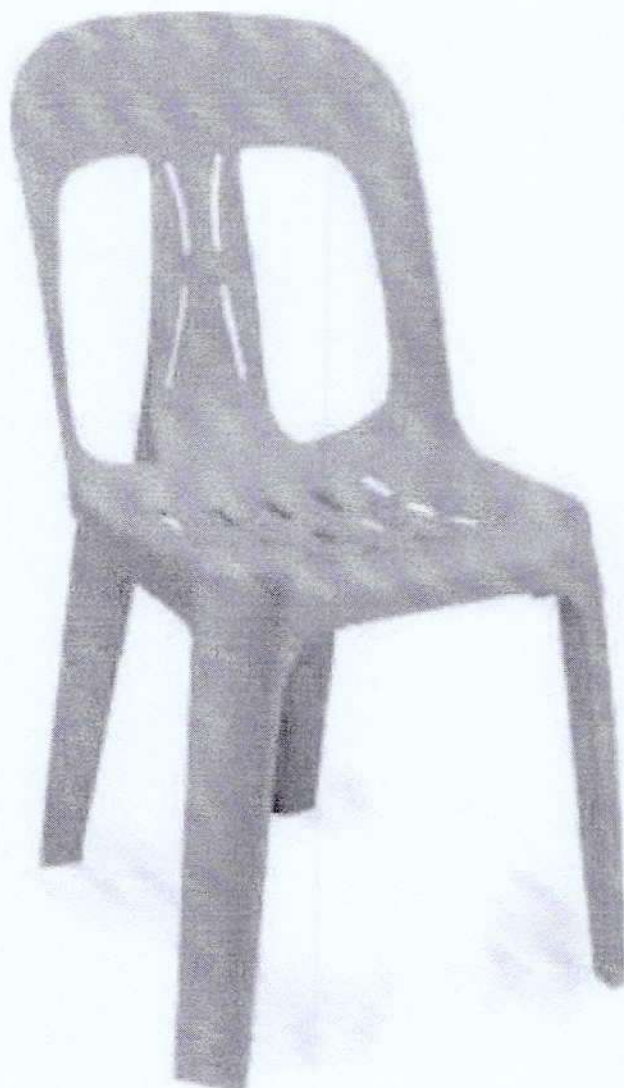
### Specification:

- Centralized lock mechanism
- Flush pull handle
- 90 cm (w) x 45 cm (d) x 106 cm (h) – min.
- Equipped with latches and anti-falling devices
- Powder Coated finish
- Gauge #. 22
- Color: Beige



**Monoblock Chair**  
**Specification:**

- Beige color
- Without arm



## SEMI-EXPENDABLE FURNITURE AND FIXTURE

### Executive Chair

#### Specification:

- High Back
- Chrome Base
- Leather Black with Padded Leather Arm Rest





## Jr. Executive Chair

### Specification:

- Ergonomic Design with Thick Cushion and Breathable Mesh for maximum comfort
- 100kg Maximum Weight Capacity
- Chromed Steel Base and Nylon Casters
- Tilt-Lock Function
- Pneumatic Height Adjustment
- 360 Degrees Swivel Function
- Mid Back Design



## Training Chair

### Specification:

- Visitors Chair
- Stackable
- Four-Legged Steel Base
- Fabric Back and Seat



## 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: **Procurement of Semi-Expendable Furniture and Fixture**, we hereby submit our quotation corresponding to your requirements.

Item No.	Quantity	Unit	Item Description/Specification	Unit Cost	Total Amount
1	5	units	Lateral Filing Cabinet, 3 Layers, Steel		
2	100	units	Monobloc Chair		
3	50	units	Executive Chair		
4	70	units	Jr. Executive Chair		
5	100	units	Training Chair		
<b>TOTAL AMOUNT (in PHP)</b>					

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  
 \_\_\_\_\_ with office address at \_\_\_\_\_  
Bidder] [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  
 \_\_\_\_\_, I have full power and authority to do, execute and perform any and all  
Bidder]  
 acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for \_\_\_\_\_  
 \_\_\_\_\_ of the \_\_\_\_\_  
[Name of the Project] [Name of  
 \_\_\_\_\_ as shown in the attached duly notarized Special Power of Attorney;  
the Procuring Entity]

*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

\_\_\_\_\_.

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 \_\_\_\_\_