

**PHILIPPINE PORTS AUTHORITY**

PMO - Eastern Leyte/Samar

Port Area, Tacloban City

Tel. No. (053) 321-8057, 321-4152

Email Add: esd\_pmoels@yahoo.com

**Bids and Awards Committee - Procurement of Goods and Consultancy Services & Engineering Projects (BAC-PGCS/EP)**  
**REQUEST FOR QUOTATION**

RFQ for P.R. No.:	<b>TAC-3894-21</b>	P.R. Date:	<b>November 19, 2021</b>
Date Of Quotation:	<b>November 23, 2021</b>	Revised on:	<b>November 11, 2021</b>
Project/Title:	<b>Office Door Sign</b>		
Office/End-User:	<b>Admin, PPA PMO-Eastern Leyte/Samar</b>		

Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat not later than **12:00 noon of December 3, 2021**. OPENING OF BIDS shall follow at **2:00 p.m.** on the same day at PPA, PMO-Eastern Leyte/Samar, Conference Room, Port Area, Tacloban City.

ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED PRICE		BIDDER'S PRICE QUOTATION	
				UNIT	TOTAL	UNIT	TOTAL
1	Office door sign (Fiber Glass Frame with acrylic Sticker) including bolt	41	PC	1,650.00	67,650.00		
	X-X-X-X-X						
NOTE: <b>For use in the Baseport Building, PMO-EL/S</b>				TOTAL ABC Php	<b>67,650.00</b>	BIDDER'S TOTAL QUOTATION Php	

PRINTED NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE \*

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

**TERMS AND CONDITIONS**  
**Small Value Procurement (SVP)**

- Fill-up all entries legibly; typewritten or handwritten.
- Attach the photocopy of the following documents:
  - Mayor's Business Permit - 2021
  - PhilGEPS Certificate of Registration
  - Income/Business Tax Return
  - Omnibus Sworn Statement
- Quote on all items specifying the **unit cost for each item, the total cost, and the total price quotation.**
- Any **alteration, erasures or overwriting** shall be valid only if they are **signed** or initialed by the bidder.
- Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as **"Failed"** under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.
- The contract shall be awarded to the bidder with the **Single or Lowest Calculated and Responsive Quotation.**
- Deliver the goods within **twenty (20) calendar days** from receipt of the Purchase Order (P.O.); otherwise, you must pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the goods to be delivered for every day of delay.
- Warranty for non-expendable goods shall be for a period of at least one (1) year from delivery.
- Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.
- The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.
- The pertinent provisions of RA 9184 and its Revised IRR shall govern other matters not expressly mentioned herein.



**ATTY. GLENN S. LAGUNAY**

Chairperson, BAC-PGCS/EP