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REPUBLIC OF THE PHILIPPINES

**PHILIPPINE PORTS AUTHORITY**

PMO-Negros Occidental/Bacolod/BB

REQUEST FOR QUOTATION
CY 2023

The **Philippine Ports Authority’s Port Management Office of Negros Occidental/Bacolod/BB (PMO-NBB)** through its **Administrative Services Division,** intends to procure **"MAINTENANCE OF DILAPIDATED PARTITION OF COMFORT ROOMS AT PTB OF PORT OF SAN CARLOS ELECTRICAL SUPPLIES "** in accordance with **Section 52.1(B)** (Alternative method of Procurement - Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions),** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** at the Administrative Division, Philippine Ports Authority, PMO-Negros Occidental/Bacolod/Banago-BREDCO, Banago Port Brgy. Banago, Bacolod City. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2023 **Business/Mayor's Permit1** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact us at telephone no. **(034) 441-1402** or email address at **pmonbb@ppa.com.ph.**

 **(SIGNED)**

**REYNALDO T. HINAUT**

Administrative Division Manager

\*In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

2 In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

3 Manually filed tax returns or filed through the EPPS

4Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

**ANNEX A**

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

*Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name of Store/Shop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*PhilGEPS Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**INSTRUCTIONS:**

1. Accomplish this Request for Quotation (RFQ) correctly and accurately.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
3. If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.
4. In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Failure to follow these instructions will disqualify your entire quotation.

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance'1 against each of the individual parameters of each Specification.
3. Bidder must likewise indicate in their offer a Certificate of Warranty, to cover defects and other failures in labor and parts supplies, valid for a period of thirty (30) days after acceptance of delivery of the completed procurement activity.

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| Item | Description | Total Qty | Unit | Bidder’s Statement of Compliance | Unit Cost (VAT Inclusive) | Total Cost (VAT Inclusive) |
| 1 | TOP RAIL (STAINLESS) | 4 | PCS |  |  |  |
| 2 | HINGES (STAINLESS) | 27 | PCS |  |  |  |
| 3 | ADJUSTABLE FOOT (STAINLESS) | 36 | PCS |  |  |  |
| 4 | LOCK WITH INDICATOR (STAINLESS) | 9 | PCS |  |  |  |
| 5 | DOOR HANDLE (STAINLESS) | 9 | PCS |  |  |  |
| 6 | BRACKETS (STAINLESS) | 112 | PCS |  |  |  |
| 7 | COAT HOOK (STAINLESS) | 9 | PCS |  |  |  |
| 8 | DOOR STOPPER (STAINLESS) | 9 | PCS |  |  |  |
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| **FINANCIAL OFFICER** |
| **Approved Budget for the Contract** | **Total Offered Quotation** |
| **P 80,000.00** | **In Words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **In Figures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **PAYMENT DETAILS** |
| **Payment Terms:** | Payment shall be made promptly, but in no case later than sixty (60) days, through cheque, after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end-user, subject to other payment terms as prescribed in this RFQ. |
| **Banking Institution:** |  |
| **Account Number:** |  |
| **Account Name:** |  |
| **Branch** |  |

**ANNEX B**

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days from* the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PPA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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1. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the PPA shall publish in its official website and social media platform the following post-award information:

a) Project name;

b) Approved budget for the contract;

c) Contract period;

d) Name of the winning bidder and its official business address;

e) Amount of contract awarded;

f) Date of Award and Acceptance;

g) Implementing office/unit/division/bureau of the concerned agency or
 instrumentality.

**CONFORME:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature over Printed Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Position/Designation

 Office Telephone No. \_\_\_\_\_\_\_\_\_\_\_

 Fax/Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_