**REQUEST FOR QUOTATION (RFQ)**

The Philippine Ports Authority, PMO Misamis Occidental/Ozamiz, through its Bids & Awards Committee will undertake Shopping-Ordinary/Regular Office Supplies & Equipment (Sec. 52.1b) for the following:

NAME OF PROJECT : Procurement of 3rd Quarter Office Supplies Not

 Available in PS DBM

LOCATION : Port of Ozamiz, Ozamiz City, Misamis Occidental

APPROVED BUDGET FOR : One Hundred Seventy Seven Thousand Eight

 THE CONTRACT Hundred Pesos Only (P 177,800.00)

DEADLINE FOR SUBMISSION : July 20, 2021; 2:00 PM

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their **valid current Mayor’s/Business Permit, PHILGepS Registration Number** and **Omnibus Sworn Statement**. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

Request for Quotation (RFQ) will be available only to prospective bidders upon payment of a non-refundable amount of **Five Hundred Pesos Only** **(P500.00)** cash, inclusive of 12% VAT to the Cashier of PMO Ozamiz located at Administrative Bldg., Port Area, Ozamiz City.

All quotations shall be duly signed and submitted to the Administrative Division, PPA PMO Misamis Occidental/Ozamiz, Port Area Ozamiz City. Quotations/documents sent through email address will not be considered as this office is not yet electronically ready to handle electronically submitted quotations as of this date.

The PPA, PMO Misamis Occidental/Ozamiz reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without hereby incurring any liablitiy to the affected bidder or bidders.

(Signed)

MA. ESTELA SOTERA K. CARPIO

BAC Chairperson

Bids & Awards Committee

PPA PMO Misamis Occidental / Ozamiz

Date of Publication: July 15, 2021

PHILGeps, PPA Website

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| **REQUEST FOR PRICE QUOTATION** |  |
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|  |  |  |  |  |  |  | Date: |   |  |
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| Name of Company: |   |   |   |   |   |   |   |  |
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| Address: |   |   |   |   |   |   |   |   |  |
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| Name of Store/Shop: |   |   |   |   |   |   |   |  |
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| TIN: |   |   |   |   |   |   |   |   |  |
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| PhilGEPS Registration No.( required ): |   |   |   |   |   |  |
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| **The Philippine Ports Authority, Port Management Office of Misamis Occidental/Ozamiz** |  |
| (PPA, PMO-MOZ), through its Bids and Awards Committee intends to procure for 3rd Quarter |  |
| Office Supplies not available in PS-DBM, Port of Misamis Occidental / Ozamiz classified |  |
|  into Shopping , which will be undertaken in accordance with Section 52 of the 2016 |  |
|  Revised Implementing Rules and Regulations of Republic Act No. 9184. |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| No. | Description | ABC (in Php) |  |
| I | Procurement of 3rd Quarter | 177, 800.00 |  |
|   | Office Supplies not available |   |  |
|   |   |   | in PS-DBM |   |   |  |
|   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |
| Please quote your ***best offer*** for the item/s described herein, subject to the Terms and Conditions  |  |
| provided, Submit your quotation duly signed by you or your authorized representative not later that |  |
| July 20, 2021 at 2:00 P.M. A copy of your *Business Permit, Certificate of PHILGEPS Registration*   |  |
| Omnibus Sworn Statement are also required to be submitted along with your quotation/proposal.  |  |
|  |  |  |  |  |  |  |  |  |  |
| Award of contract shall be by (Unit/Lot). You may opt to submit a proposal for each or for all the |  |
| units/lots, and the lowest calculated and responsive offer for each lot shall be selected. |  |
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| For any clarification, you may contact Ms. Mendie Lou Aujero at telephone no. (088) 521-0238. |  |
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| JOVETH D. VEREZ |  |  |  | MA ESTELA SOTERA K. CARPIO |  |
| Procurement Officer |  |  |  | BAC Chairman ( P G & S) |  |
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| **INSTRUCTIONS** |  |
|   |  |  |  |  |  |  |  |   |  |
| (1) Accomplsih this RFQ correctly and accurately. |  |  |  |   |  |
| (2) Do not alter the contenmt of this form in any way. |  |  |  |   |  |
| (3) Technical specifications with asterisks(\*) are mandatory. Failure to comply with any of the |  |
|  mandatory requirements will disquaify your quotation. |  |  |  |   |  |
| (4) Failure to follow this instructions will disqualify you entire quotation. |  |  |   |  |
|   |   |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |
| After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s |  |
| for the item/s as follows: |  |  |  |  |  |  |  |
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| **PROCUREMENT PROJECT** | **APPROVED BUDGET FOR THE CONTRACT** |  |
| Procurement of 3rd Quarter Office Supplies |   |   |   |   |  |
| Not Available in PS-DBM, Port of Misamis  | ( Php 177, 800.00 ) |  |
| Occidental/Ozamiz |   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
| TECHNICAL SPECIFICATIONS: | YES | NO | REMARKS |  |
|   |   |   |   |   |   |   |   |   |  |
|  80 reams Bondpaper A4 S20 |   |   |   |   |   |  |
| 80 reams Bondpaper Long S20 |   |   |   |   |   |   |   |   |  |
| 80 reams Bondpaper Short S20 |   |   |   |   |   |   |   |   |  |
| 80 reams Bondpaper Short S16 |   |   |   |   |   |   |   |   |  |
| 20 reams Bondpaper Long S16 |   |   |   |   |   |   |   |   |  |
| 50 boxes Continuous Paper U.S. (5 1/2 x 9 1/2 - 3ply) |   |   |   |   |  |
| 30 boxes Continuous Paper U.S. (11 x 14 7/8 - 3ply) |   |   |   |   |  |
| 40 reams Newsprint / Mimeo Paper Long (S18) |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |  |
| Delivery Requirements: |   |   |   |   |   |   |  |
|   |  |   |   |   |   |   |   |   |  |
| Within Fifteen (15) working days |   |   |   |   |   |   |   |  |
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| **YOUR QUOTATION:** |  |
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| **Summary of Approved Budget** | **Offered Quotation** |  |
|  |
| **Item** | **Approved Budget for the Contract** | **Item** | **Total Offered Quotation** |  |
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| Procurement of 3rd Quarter Office Supplies |   |  |   |   |   |   |  |
| Not Available in PS-DBM, Port of Misamis  | 177, 800.00 |   |   |   |  |
| Occidental/Ozamiz |   |  |   |   |   |   |  |
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| **TERMS AND CONDITIONS:** |  |
|   |  |  |  |  |  |  |  |   |  |
| 1. | Bidders shall provide correct and accurate information required in this form. |  |
|   |  |  |  |  |  |  |  |   |  |
| 2. | Bidders amy quote for any or all the items. |  |  |   |  |
|   |  |  |  |  |  |  |  |   |  |
| 3. | Price Quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission |  |
|   |  |  |  |  |  |  |  |   |  |
| 4. | Price Quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies |  |
|   | payable. |  |  |  |  |  |  |   |  |
| 5. | Quotation exceeding the Approbved Budget for the Contract shall be rejected. |  |
|   |  |  |  |  |  |  |  |   |  |
| 6. | Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the |  |
|   | highest rated offer (or consulting services) which complies with the minimum technical specifi- |  |
|   | cations and other terms and conditions stated herein. |  |   |  |
| 7. | Any interlineations, erasures or overwriting shall be valid only, if they are signed or initialed |  |
|   | by you or any of your duly authorized repesentative/s. |  |   |  |
| 8. | The item/s shall be delivered according to the requirements specified in the Technical |  |
|   | Specifications. |  |  |  |  |  |   |  |
| 9. | The PPA, PMO-MOZ shall have the right to inspect and/or to test the goods to confirm their conformity |  |
|   | to the technical specifications. |  |  |  |  |   |  |
| 10. | In case of Two or more bidders are determined to have submitted the Lowest Calculated Quotation/ |  |
|   | Lowest Calculated Responsive Quotations, the PPA, PMO-MOZ 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. |  |  |  |  |   |  |
| 11. | After delivery and upon submission of the required supporting documents, i.e, order slip and/or billing |  |
|   | statement, by the contractor, the PPA, PMO-MOZ shall make payment through check. |  |
| 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, PMO-MOZ |  |
|   | shall rescind the contract once the cumulative amount of the liquidated damages reaches ten percent |  |
|   | (10%) of the amount of the contract, without prejudice to other courses of action and remdies open to it. |  |
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|  |  |  |  |  | Signature over Printed Name |  |
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|  |  |  |  |  | Position/Designation |  |
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|  |  |  |  |  | Office Telephone No./Fax No. |  |
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|  |  |  |  |  | Mobile Phone No./Email address/es |  |
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