

**REQUEST FOR QUOTATION**  
NO. RFQ-MOZ-006-2023 esd  
Dated: August 31, 2023  
**(SMALL VALUE PROCUREMENT)**

The Philippine Ports Authority, Port Management Office of Misamis Occidental, Bids and Awards Committee invites contractors to submit price quotation for the project, re: **Upkeeping/Cleanliness/Maintenance of Port Facilities for the period of Six (6) Months, Port of Ozamiz, Ozamiz City.**

Enclosed herewith are the Canvass Form and the Instruction to Contractors/Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php 970,955.98 shall be automatically rejected at bid opening.

Procurement will be conducted in consonance with section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations (IRR-A) of RA 9184, otherwise known as the "Government Procurement Reform Act". A contract will only be awarded to the Lowest Calculated Responsive Quotation.

The Opening of Sealed Quotation Envelopes will be at 2:00 P.M., September 08, 2023, Conference Room, 2<sup>nd</sup> Floor PPA Administration Building, Port Area, Port of Ozamiz, Ozamiz City.

For further inquiries on the procurement to be bid, please contact Engr. Ma. Estela Sotera K. Carpio (BAC Chairperson) or the BAC Secretariat at the Admin. Office, 2<sup>nd</sup> Floor, PPA Admin. Bldg., Port of Ozamiz, Ozamiz City, Tel. No. (088) 521-0238. Kindly include the official receipt (OR) as part of the bidding documents, a payment of a non-refundable cost of bid documents (Php 1,000.00 inclusive of VAT).

The PPA, PMO Misamis Occidental reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with section 41 of RA 9184, without thereby incurring any liability to the affected bidder or bidders.



**MA. ESTELA SOTERA K. CARPIO**  
Chairperson  
BAC-PMO Misamis Occidental/Ozamiz

Noted by:



**SALVADOR L. DELINA**  
Port Manager

PPA website: [www.ppa.com.ph](http://www.ppa.com.ph)

PhilGeps website: [www.philgeps.net](http://www.philgeps.net)

Date of Publication: September 05, 2023

## INSTRUCTION TO BIDDERS

1. The PPA, PMO Misamis Occidental/Ozamiz shall validate whether it is entering into a contract with a technically, legally and financially capable supplier or contractor by requiring the submission of prescribed documentary requirements.
2. Invited contractor(s)/Supplier(s)/Bidder(s) shall submit the prescribed documentary requirements under the Small Value Procurement pursuant to ANNEX "H" APPENDIX A of RA 9184 and its amendments per GPPB Resolution No. 21-2017 dated 30<sup>th</sup> May 2017.

The following documentary requirements shall be submitted in a separate envelope during the Opening of Sealed Quotation Envelope:

- A. For Individual Sole Proprietorship
    - a) Valid PCAB License/DTI Business name registration
    - b) Mayor's Permit CY 2023
    - c) BIR Certificate of Registration
    - d) PhilGeps Registration Number
    - e) Income/Business Tax Return CY 2022
    - f) Duly Notarized Omnibus Sworn Statement (refer to the attached prescribed format)
  - B. For Corporation/Cooperative/Partnership
    - a) Valid PCAB License/SEC Registration Certificate/CDA Registration
    - b) Mayor's Permit CY 2023
    - c) PhilGeps Registration Number
    - d) Income/Business Tax Return CY 2022
    - e) Duly Notarized Omnibus Sworn Statement (refer to the attached prescribed format)
  - C. Certificate of Platinum Membership may be submitted in lieu of the above requirements (for items a & b only).
  - D. Contractor(s)/Supplier(s)/Bidder(s) who already submitted the above-mentioned requirements (a & b only) or maintained an updated file (a & b only) with the Office, may no longer require its re-submission. The Office shall issue the Eligibility Certificate before the opening of bids.
  - E. Contractor(s)/Supplier(s)/Bidder(s) who may not complete the submission of the above-mentioned requirements during the opening of the sealed quotation envelopes, shall be allowed to submit the lacking requirements within three (3) days upon receipt of Notice of Bid Results.
  - F. Failure to comply the above-mentioned requirements shall constitute cancellation of award to the winning bidder.
3. Sealed Quotation Envelope shall be submitted before the above mentioned deadline. Late submission of quotation envelope shall not be accepted. Price Quotation in excess of ABC shall be automatically disqualified.
  4. All price quotations shall be valid for a period of Thirty (30) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
  5. Canvass Form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said canvass form, any erasure/s or interlineation/s shall be signed by the supplier/s.
  6. The Evaluation and award of contract shall be based on a lot basis not higher than the ABC, hence the supplier shall reflect its total price quotation for one (1) lot in the said canvass form.



**Omnibus Sworn Statement**  
*[Shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

*[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 [Name of Bidder] with office address at [address of Bidder];

- *[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 **[Upkeeping/Cleanliness/Maintenance of Port Facilities for the period of Six (6) Months, Port of Ozamiz, Ozamiz City]** of the **[Philippine Ports Authority, PMO Misamis Occidental/Ozamiz (PMO MOZ)]**, 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 **Upkeeping/Cleanliness/Maintenance of Port Facilities for the period of Six (6) Months, Port of Ozamiz, Ozamiz City** of the **Philippine Ports Authority, PMO Misamis Occidental/Ozamiz (PMO MOZ)** [Name of the Procuring Entity], as shown in the attached [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)];

[Name of Bidder] is not "blacklisted" or barred from bidding by the 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, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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;

[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

*[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 *[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;

*[Name of Bidder]* complies with existing labor laws and standards; and

*[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

Carefully examining all of the Bidding Documents;

Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract; Making an estimate of the facilities available and needed for the contract to be bid, if any; and Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **[Upkeeping/Cleanliness/Maintenance of Port Facilities for the period of Six (6) Months, Port of Ozamiz, Ozamiz City]**.

*[Name of Bidder]* did not give or pay directly or indirectly, any commission, 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 case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

*[Jurat]*

*[Format shall be based on the latest Rules on Notarial Practice]*



## Bid Form for the Procurement of Infrastructure Projects

[Shall be submitted with the Bid]

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### BID FORM

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

To: Philippine Ports Authority (PPA)  
Port Management Office of Misamis Occidental/Ozamiz (PMO-MOZ)  
Port Area, Ozamiz City (7200)

Thru: The Chairperson  
BAC-PMO Misamis Occidental/Ozamiz

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **Upkeeping/Cleanliness/Maintenance of Port Facilities for the period of Six (6) Months, Port of Ozamiz, Ozamiz City;**

We offer to execute the Works for this Contract in accordance with the PBDs;

The total price of our Bid in words and figures, excluding any discounts offered below is:  
\_\_\_\_\_;

The discounts offered and the methodology for their application are: \_\_\_\_\_;

The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,

Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;

If our Bid is accepted, we commit to obtain a Performance Security in the amount of \_\_\_\_\_

\_\_\_\_\_ (30% percent) of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;

We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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<sup>1</sup> currently based on GPPB Resolution No. 09-2020

We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].

We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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