



### REQUEST FOR QUOTATION

1. The Philippine Ports Authority, Port Management Office - Zamboanga (PPA, PMO-Zamboanga) - Bids and Awards Committee (BAC) through Small Value Procurement in accordance with Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 invites interested suppliers to quote for the project below:

One (1) Lot - Supply of Labor and Materials for the provision of various services such as photocopy, blue and white print, binding, duplo, auto cadd printing/cadd plotting and tarpaulin printing, of PPA, PMO-Zamboanga for CY 2018.

Subject	Particulars
1. Approved Budget for the Contract (ABC)	Php130,000.00
2. Delivery Period	July 1-December 31, 2018 (Frequency: On need basis only)
3. Delivery Site	For Pick-up at supplier's office
4. Scope of Work	1. Photocopy (Clear Copy) <ul style="list-style-type: none"> <li>- Legal Size</li> <li>- Letter/A4 size</li> </ul> 2. Blue Print, Standard Size (21"x30")           3. White Print, Standard Size (21"x 30")           4. Binding <ul style="list-style-type: none"> <li>- Soft Bound, Ordinary Cartolina Cover</li> <li>- Hard Bound</li> </ul> 5. Duplo Printing <ul style="list-style-type: none"> <li>- Legal Size</li> <li>- Letter/A4 size</li> </ul> 6. Auto Cadd Printing/Cadd Plotting           7. Tarpaulin per Foot <ul style="list-style-type: none"> <li>- China made, per sq. ft.</li> <li>- Japan made, per sq. ft.</li> </ul>
5. PR Reference No.	PR No. ZAM-072-18(M) dated 02-12-18
6. Source of Fund	PPA Corporate Fund

2. All quotations must be duly – signed and shall be submitted **on or before 10:00 AM of May 21, 2018** to the Supply Unit, Second Floor, Administration Building, Philippine Ports Authority, PMO-Zamboanga, Zamboanga City addressed to:

**ENGR. JOHNSON D. KHO**  
 Chairperson - BAC  
 Philippine Ports Authority  
 PMO-Zamboanga  
 Port Area, Zamboanga City

3. The duly accomplished prescribed form or certified true copy of the following documents must be placed in two (2) sealed envelopes and submitted as follows:

A. Contents of First Envelope:

1. Valid Mayor's /Business Permit ;
2. Philgeps Registration Number or any proof of Philgeps Membership;
3. Income Tax Return - CY 2017 or Business Tax Return (July to Dec., 2017)
4. Duly Notarized Omnibus Sworn Statement;

B. Content of Second Envelope:

5. Duly Accomplished Price Quotation Form - Annex "A"

Non-submission of any of the above documentary requirements shall be a ground for disqualification.

Supplier(s) who had submitted their eligibility documents may submit, in lieu of the above-stated documents, a "Certification" issued by the BAC-PG Chairperson, together with any lacking documentary requirement (sealed in the first envelope) and the Accomplished Price Quotation Form -Annex "A" (sealed in the second envelope).

4. Quotations submitted after the deadline shall NOT be accepted; Price quotation in excess of the ABC shall be automatically disqualified.
5. All quotations shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotation and shall be inclusive of the applicable Value Added Tax (VAT).
6. The items mentioned above are grouped in one (1) lot and that the evaluation and contract award shall be **based on a lot basis**. There should be complete entries of price quotations for the items enumerated that compose the whole lot. Bidders who submit documents with incomplete entries of price quotations for the said lot shall be disqualified.
7. The said procurement shall be awarded to the supplier determined to have submitted the complete documents and with the lowest calculated and responsive quotation.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the Supplier or his/her authorized representative.
9. Prospective bidder shall be a duly licensed Filipino Citizen/Sole Proprietorship, Partnership, Corporation, or Cooperative duly organized under the laws of the Philippines or a Joint Venture, with at least sixty (60%) interest or outstanding capital stock belonging to Filipino Citizens.
10. PPA, PMO-Zamboanga reserves the right to reject any or all quotations at any time prior to award of the procurement without thereby incurring any liability to the affected proponents and to waive any minor defects therein, and to accept quotation as may be considered advantageous to the government.
11. For further inquiries, please contact the BAC Secretariat, **Ms. Darwisa J. Lipaygo/Ms. Shiela Mar M. Pearson**, at Tel nos. (062)-991-2360 and (062) 991-2037.

  
ENGR. JOHNSON D. KHO  
BAC-Chairperson

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