



## REQUEST FOR QUOTATION

1. The Philippine Ports Authority, Port Management Office of 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 described below:

One (1) Lot - Supply , Delivery and Installation of One (1) Unit Photocopier.

The details of the above-mentioned procurement are as follows:

Subject	Particulars
1. Approved Budget for the Contract (ABC)	Php125,000.00
2. Delivery Period	Within Thirty (30) Calendar Days upon receipt of applicable Purchase Order (PO)
3. Delivery Site	Philippine Ports Authority, PMO-Zamboanga , Administration Building, R. T. Lim Boulevard, Zamboanga City
4. Scope of Work	<p>Supply , Delivery and Installation of One (1) Unit Photocopier with the following specifications:</p> <ul style="list-style-type: none"> <li>- Digital Copier Machine with built-in Network Laser Printer and Network Color Scanner with <u>Lifetime Free Service</u> and prompt <u>service whenever assistance is needed</u>.</li> <li>- Copy/print speed of 25 copies per minute</li> <li>- Drum copy file is 300,000 copies</li> <li>- A3 Ledger Maximum Size (Copy, print, scan)</li> <li>- Automatic Back-to-back copy/print</li> <li>- USB Host printing/scanning (usb direct printing &amp; scanning without using PC), built-in Duplex Printing</li> <li>- Built-in Job Separator</li> <li>- Built-in Reversing Document Processor</li> <li>- With Mobile Scan</li> <li>- Wide color touch panel screen</li> <li>- Paper size: letter, legal, A3, A4</li> <li>- Copy memory is 1 GB with 100 Department Codes</li> <li>- Printer Processor Power PC 464/800MHz/PCL 6, KPDL 3</li> <li>- Two (2) Cassette tray with compartment tray wheels and One Bypass Tray</li> <li>- Built-in features such as Scan one print many, electronic sort, and job reserve</li> <li>- Built-in Stack less Duplex Unit</li> <li>- Built in Network Printer and Network color Scanner</li> <li>- 40 scan per minute</li> <li>- Auto Emulation Sensing</li> <li>- Scan to SMB/E-mail/FTP/USB Host, TWAIN Scanning and WSD SCAN (Win Vista/7)</li> </ul>
5. PR Reference No.	No. ZAM-184-18 dated April 05, 2018
6. Source of Fund	PPA Corporate Fund
7. Others	Attach Brochures

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 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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