



REQUEST FOR QUOTATION

Procurement Project Title:	SUPPLY AND DELIVERY OF THE FOLLOWING: ONE (1) EXECUTIVE TABLE; ONE (1) JR. EXECUTIVE TABLE; ONE (1) EXECUTIVE CHAIR; ONE (1) SET 6-SEATER MINI CONFERENCE TABLE WITH CHAIRS; ONE (1) SET VISITOR / COFFEE TABLE WITH CHAIRS (6-SEATER); and NINE (9) PIECES CONFERENCE CHAIRS.		
Approved Budget for the Contract (ABC):	₱184,500.00	Mode of Procurement:	Small Value Procurement (Sec. 53.9)
Purchase Request No.:	SH.7670.23 SH.7134.23	Request For Quotation No.:	2023-12-0015
End-User Unit:	PPA PMO NCR- SOUTH	Delivery Period:	10 Working Days from receipt of PO

Date: 14 DEC 2023

NOTICE TO ALL SERVICE PROVIDERS AND SUPPLIERS:

The Philippine Ports Authority – PMO NCR-South, through its Bids and Awards Committee for Procurement of Goods and Services (BAC-PGS), intends to procure **SUPPLY AND DELIVERY OF THE FOLLOWING: ONE (1) EXECUTIVE TABLE; ONE (1) JR. EXECUTIVE TABLE; ONE (1) SET 6-SEATER MINI CONFERENCE TABLE WITH CHAIRS; ONE (1) SET VISITOR / COFFEE TABLE WITH CHAIRS (6-SEATER); and NINE (9) PIECES CONFERENCE CHAIRS**, in accordance with Section 53.9 (Small Value) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s in the Price Quotation Form as **ANNEX “A”**, subject to the Terms and Conditions provided as **ANNEX “B”**.

Your prices must be quoted in Philippine Peso and must include unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

The Bidders shall prepare and submit an Original Copy of the Bid Proposal in **two (2) Separate Envelopes** containing the **Technical Documentary Requirements (Envelope 1)** and **Financial Proposal (Envelope 2)**:

A. The envelope marked “Envelope 1” shall contain the following information/ documents:

- Certified True Copy of 2023 **Mayor’s /Business Permit**¹
 - Certified True Copy of DTI Certificate / SEC Registration
 - Certified True Copy of Tax Clearance
 - Certified True Copy of BIR 2303/ VAT Certificate of Registration
 - Certified True Copy of PhilGEPS Registration Certificate
 - Notarized copy of **Omnibus Sworn Statement**² using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for ABC above Php50,000.00).
- None submission of any or all the document will be declared ineligible to bid and hence, 2

the bid shall be disqualified.

B. The envelope marked "Envelope 2" shall contain the following information/ documents:

- Bid Proposal / Price Quotation

All Envelopes (1 & 2) shall:

1. Be addressed to the BAC Chairperson

MR. ARNOLD B. VILLEGAS
REMD Manager / Chairperson, BAC
Philippine Ports Authority, PMO NCR-South
Administration Building, 23rd St., Gate 1, South Harbor
Port Area Manila

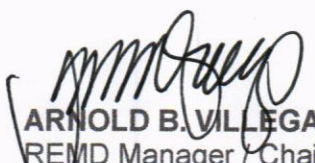
2. Contain the Title/ Name of the project: **SUPPLY AND DELIVERY OF THE FOLLOWING: ONE (1) EXECUTIVE TABLE; ONE (1) JR. EXECUTIVE TABLE; ONE (1) EXECUTIVE CHAIR; ONE (1) SET 6-SEATER MINI CONFERENCE TABLE WITH CHAIRS; ONE (1) SET VISITOR / COFFEE TABLE WITH CHAIRS (6-SEATER); and NINE (9) PIECES CONFERENCE CHAIRS.**
3. Bear the Name and Address of the Bidder
4. Bear a Warning "Do Not Open Before" the Date and Time for the Opening of the Bids

The Bids submitted after the deadline shall be rejected by the BAC and the same shall not be opened. All pages should be signed by the authorized signatory.

It is the intent of the Purchaser to evaluate the quotation for the item/s and award will be made to the quotation resulting in the overall lowest cost. Contract will be awarded to the lowest evaluated quotation meeting purchaser's specifications and requirements. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

All quotations should be submitted in a sealed envelope by mail, courier or hand carried **not later than** 12/21/23 **3:00 PM.**

For clarifications, you may contact **Ms. Jennifer L. Lopez of the RMD-Administrative Section, Supply Unit** at telephone number **(02) 8522-4009/ (02)8525-5264 Loc. 516.**


ARNOLD B. VILLEGAS
REMD Manager / Chairperson
Bids and Awards committee-PGS
Philippine Ports Authority- PMO NCR-South

¹ In case of recently expired Business/Mayor's 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.

INSTRUCTIONS:

- 1) The bidder shall provide correct and accurate information in this form.
- 2) The bidder shall submit this form duly accomplished and signed by the company's authorized representative.
- 3) Do not alter the contents of this form in any way.
- 4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 5) Bidders must state their compliance in the "Statement of Compliance" against each of the individual parameters of each Specification in the Item Description or attachments, if any.
- 6) Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- 7) Failure to follow instructions will disqualify your entire quotation.

ANNEX "A"

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

Sir/Madam:

After having carefully read and examined the Terms and Conditions in this Request for Quotation, I/we submit our quotation/s for the item/s as follows

Item No.	Unit	Qty. (A)	ABC (in PhP) TOTAL	Item Description (Agency's Minimum Technical Specifications and Requirements)	Statement of Compliance		Bidder's Offer			
					YES	NO	Brand Name, Model, and Other Remarks	Unit Price (B)	Total Amount per Item (A x B)	
1	PIECE	1	40,000.00	EXECUTIVE TABLE						
2	PIECE	1	20,000.00	JR. EXECUTIVE TABLE						
3	PIECE	1	18,000.00	EXECUTIVE CHAIR						
4	SET	1	53,800.00	MINI CONFERENCE TABLE (6-SEATER) WITH 6 CHAIRS INCLUDED						
5	SET	1	16,700.00	VISITOR / COFFEE TABLE (6-SEATER), WITH CHAIRS INCLUDED						
6	PIECE	9	36,000.00	CONFERENCE CHAIRS						
TOTAL LOT ABC			184,500.00	TOTAL AMOUNT						

We undertake, if our proposal is accepted, to perform the services/delivery of the goods as identified in the Terms and Conditions.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award or Purchase Order, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed name

Office Telephone / Mobile No.

Email Address/es

ANNEX "B"

Terms and Conditions

1. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
2. Bids should be valid for at least 120 calendar days from the deadline of submission.
3. Service providers or suppliers shall provide correct and accurate technical specifications, brand name, and product model in this form.
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. No alteration is allowed.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications or Terms of Reference.
8. The PPA PMO NCR South BAC-PGS 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 PMO NCR South BAC-PGS 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. A penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. The PPA-PMO NCR South BAC-PGS 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.
11. Terms of Payment: Payment shall be processed within 15 to 30 working days after inspection and acceptance of goods and services, 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 bidder's account.

Service Provider's or Contractor's Duly Authorized Representative:

Submitted by:

Signature over Printed Name

Designation:

Telephone/Mobile No.:

Email Address:

Date:

Delivery Period (WD)
