BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

PHILIPPINE PORTS AUTHORITY
Port Management Office – NCR South

INVITATION TO BID

for

SUPPLY AND DELIVERY OF PAPER SHREDDING MACHINES

1. The PPA PMO NCR-South, through the PPA Corporate Funds intends to apply the sum of One Hundred Sixty-Five Thousand Pesos (Php 165,000.00) being the ABC to payments under the purchase order for the Supply and Delivery of paper Shredding Machines. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PPA PMO NCR-South now invites bids for the above Procurement Project. Provision of the Service is required within fifteen (15) days upon receipt of the Purchase Order. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Annex A (Instructions to the Suppliers).

3. Bidding will be conducted through Alternative Mode of Procurement-Small Value Procurement (SVP) procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. A complete set of Bidding Documents may be acquired by interested Bidders on 27 May 2025 to 03 June 2025 from the given address below and ***upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred and Sixty Pesos (Php560.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

   Bid documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and Philippine Ports Authority (PPA) provided that bidders shall pay the applicable fee for the Bidding Documents not later than June 3, 2025.

5. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 10:00 A.M., 3 June 2025. Late bids shall not be accepted.

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CIELITO M. CABARCO
Chairperson, Bids and Awards Committee
Port Management Office – NCR South Admin. Building
South Harbor, Port Area, Manila 1018 Philippines

6. Bid opening shall be on 2:00 P.M., 3 June 2025 at the Conference Room, PMO NCR-South Administration Building. Bids will be opened in the presence of the invited observers who choose to attend the activity.

7. The PPA PMO NCR-South 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 52.1(b) of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to **Mr. Angelo S. Medrano**, **BAC Secretariat** at telephone no. **8525-5264** local **442** or email at ncrsouth_bac@ppa.com.ph.

23 May 2025

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee

BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

REQUEST FOR QUOTATION (RFQ)

(Small Value Procurement)

REFERENCE: PR NO. SH-8839-25

Date: 23 May 2025
RFQ No.: 009-2025

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites eligible suppliers/contractors to submit quotations for the **Supply and Delivery of Paper Shredding Machines** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised implementing Rules and Regulations of Republic Act No. 9184.

You are invited to submit your quotations based on the specifications as outlined in **Annex "B"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "C".**

Approved Budget for the Contract (ABC): ONE HUNDRED SIXTY FIVE THOUSAND PESOS *(PHP165,000.00), inclusive of all applicable government taxes and other service charges.* Any bid exceeding the ABC will not be accepted.

Evaluation Criteria : The contract will be awarded to the lowest-priced quotation that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **10:00 a.m.** on **June 3, 2025 (Tuesday).** The ***bids will be opened at 2:00 p.m***. on the same day.

Cielito M. Cabarco
Chairperson, Bids and Awards Committee
Port Management Office – NCR South Administrative Building
South Harbor, Port Area, Manila 1018 Philippines

This Request for Quotation (RFQ) is comprised of:

Instructions to the Suppliers	Annex A
Technical Specifications	Annex B
Supplier's Price Quotation /Proposal	Annex C

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the lowest-priced offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages for late deliveries will be imposed at 0.1% of the contract value per day of delay.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within 24-48 hours upon receipt of billing. Any transfer fees will be charged to the supplier.

For any questions/clarifications, related to this RFQ please contact **Mr. Angelo S. Medrano, BAC Secretariat** at telephone no. 8525-5264 local 442 or email at ncrsouth bac@ppa.com.ph

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee

ANNEX "A"

Instructions to the Suppliers

a. Technical Specifications / Project Description	• See **Annex "B"** for detailed technical specifications of the project.
b. Deadline for submission of RFQ	The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by **10:00 A.M. on June 3, 2025 (Tuesday)** The ***bids will be opened at 2:00 P.M.*** on the same day.
c. General Terms and Conditions	• By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the **Supply and Delivery of Paper Shredding Machines** • Partial quotation **will not be permitted** (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	• All quotations must be submitted in a **sealed envelope** that is properly bound using a fastener to ensure the integrity of the documents. Any bid submissions containing loose or improperly bound documents shall not be accepted. The bid shall be delivered either in person, by mail, or via courier service to the specified address: **Cielito M. Cabarco** *Chairperson, Bids and Awards Committee* Port Management Office – NCR South Admin. Building South Harbor, Port Area, Manila 1018 Philippines
e. Validity of Quotation	• The quotation must be valid for **60 calendar days** from submission deadline. • In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	• Within fifteen (15) days upon receipt of the Purchase Order
g. Place of Delivery	• PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	• All prices must be quoted in **Philippine Peso (PHP)**
i. Required Documents (Submission in Two Envelopes)	• **Envelope 1: Technical Documents** ❖ DTI/SEC Certificate of Registration ❖ Latest or 2025 Mayor's/Business Permit ❖ PhiGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement [1]*In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.* ❖ Technical Specifications as detailed in Annex "B" • **Envelope 2: Financial Proposal** ❖ **Annex C:** Supplier's Price Quotation/Proposal, duly signed by the bidder's authorized representative.
j. Award of Contract / Purchase Order	• The contract will be awarded to the lowest-priced, technically compliant bid.

	• Full submission of **Annex C** (Supplier's Price Quotation/Proposal) is required for consideration.
k. Issuance of Purchase Order	• Within 10-calendar days upon receipt of the Notice of Award
l. Liquidated Damages	• Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
m. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of: Billing Statement. • Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and any bank transfer fees will be charged to the supplier.

Technical Specifications

Items : Paper Shredder
Quantity : 3 pieces

Specifications :

- Shreds 18-20 sheets of paper per pass into 397 (5/32 x 1-1/2" Security Level P-4) cross-cut
- Patented 100% Jam Proof System
- Safe Sense Technology automatically disables shredder when hands touch the paper opening
- Large 9-14 gallon removable corrugate bin and LED bin-full indicator eliminates the need for frequent emptying with high-volume shred jobs
- Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs, Junk mail
- Cut Size (inches): 5/32" x 1-1/2"
- Cut Type: Cross-Cut
- Maximum Run Time (minutes): Continuous / 30mins ON 40mins OFF
- Sheet Capacity: 16-20