BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

INVITATION TO BID
FOR THE SUPPLY AND DELIVERY OF SCANNER, DOT MATRIX, PAPER SHREDDER , PRINTER AND NETWORK ATTACHED STORAGE (NAS)

DATE: December 12, 2024 **RIS NO.:** NCRN2024-12-542
P.R. NO.: NH-9391-24 **Mode of Procurement:** Sec. 52.1 (b) Shopping

Sir/Madam:

The PPA PMO-NCR North, through its Bids and Awards Committee (BAC), invites interested bidders to bid for the following item/s or project in accordance with the above stated procurement mode of the 2016 Revised Implementing Rules and Regulation of the Republic Act No. 9184.

PACKAGE NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	**VARIOUS OFFICE EQUIPMENT**, as detailed in Annex A - Item Description	₱336,040.00

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this Request for Quotation. Submit your **sealed quotation/documents** duly signed by you or your duly authorized representative not later than **December 18, 2024, 01:00 PM** to PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg. Mel Lopez Blvd., North Harbor, Tondo Manila. **Quotation/documents sent through electronic mail will not be considered.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	REMARKS
Certified True Copy of Valid Mayor's Permit	
PhilGEPS indicating the Registration Number	
Certified True Copy of Valid Tax Clearance Certificate	
Duly Signed and Notarized Omnibus Sworn Statement	

For any clarification, you may contact us at Telephone No. 8241-3858 or email address at bac.ncrn@gmail.com

FRANCIS ALDRICH A. RUBIO
BAC Chairperson

PORT MANAGEMENT OFFICE OF NCR NORTH
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(Annex "A")

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form;
2. **Partial Quotation is not permitted.**
3. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least **sixty (60) calendar days** from receipt of quotation and shall be binding upon the supplier within the period;
4. Delivery period shall be within **seven (7) working days** from receipt of Notice of Award/Purchase Order;
5. The P.O. shall be awarded to the Lowest Calculated Responsive Bid (LCRB) or Highest Rated Responsive Bid (HRRB), at the discretion of the BAC. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
6. Terms of payment is within **thirty (30) working days** from date of actual and complete delivery, acceptance by the end-user/s and upon submission of the required complete supporting documents;
7. Bidders shall submit the quotations together with the technical brochures of the products being offered, if applicable;
8. Quotation lacking the requested information in this RFQ or clearly failing to meet the RFQ requirements may be disregarded;
9. The delivery of the item/s must beon the scheduled date and time of the PMO-NCN and shall be acknowledged upon inspection to confirm the compliance with the technical specifications;
10. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered sales invoice;
11. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC;
12. In case of delay and default, the supplier shall be charged liquidated damages amounting to 1/10 of 1% of the cost of delayed service for every day of delay, pursuant to Sec. 68 of the IRR-A of R.A. 9184;
13. In case of failure to deliver or capricious and whimsical refusal to accept the award / purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier; and
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its revised IRR.

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	ITEM DESCRIPTION /SPECIFICATION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND/MODEL OFFERED
1	**Scanner with Automatic Feeder** Duty cycle up to 3,000 pages per day Scan speed up to 26ppm/52ipm (300dpi) One-pass duplex scanning Document Capture Pro Software Scan 50gsm to 209gsm 	6	units			
2	**DOT Matrix Printer (LX-310)** 9-Pin Narrow Carriage Impact Printer Highly reliable printing with better performance Narrow carriage 9-pin SIDM High 357 CPS print speed at 12CPI 10,000 power on hour MTBF USB, Serial and Parallel ports 	2	units			
3	**Paper Shredder** MICRO CUT 4 x 10mm Cut Size 23 liters Bin Size 10 sheets capacity 100 sheets autofeed Shreds Paper/ Card	2	units			

						
4	**Printer, Ecotank A4 All-in-One Tank Printer** Print, scan, copy Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Borderless printing up to 4R Ink: Epson 003 	5	units			
5	**Synology DiskStation DS420+4 Bay Compact High Performance NAS Solution** Specs: Intel Celeron J4025 2-core 2.0 GHz, burst up to 2.9 GHz | Hardware encryption engine Yes (AES-NI) | Memory 2 GB DDR4 onboard (expandable up to 6 GB)3 | Compatible drive type ? 4 x 3.5" or 2.5" SATA HDD/SSD (drives not included) ? 2 x M.2 2280 NVMe SSD (drives not included) | Hot swappable drive Yes | External port 2 x USB 3.0 port 6	1	unit			

						
6	**Seagate 4TB NAS Hard Drive** 	4	units			
7	**UPS, 100VA** 	1	unit			

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
Three Hundred Thirty Six Thousand Forty Pesos Only (₱336,040.00)	PACKAGE	1	**VARIOUS OFFICE EQUIPMENT**
Total Price inclusive of VAT and other applicable charges in Figures:			
Total Price inclusive of VAT and other applicable charges in Words: _____			

Company Name:		TIN:	
Company Full Address:			
Email:		Contact No.:	
Name of Authorized Representative:		Position / Designation:	
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company above in event that the quotation is accepted.			
Printed Name and Signature of the Bidder			

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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:

1. *[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];

2. *[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 [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [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;)];

3. [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;**

4. 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;

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

6. *[Select one, delete the rest:]*

   [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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;

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

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

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[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.

10. **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]