Philippine Ports Authority
PMO-Masbate
Brgy. Bapor, Port Area, Masbate City

DATE 14-Jun-22

INVITATION TO BID

For the Supply and Delivery of Time Stamping Machine and Risograph Machine

1. The Philippine Ports Authority-PMO Masbate, through its Bids and Award Committee intends to apply the sum of Php 257,000.00 being the Approved Budget for the Contract (ABC), Inclusive of local taxes to payments under the contract for Supply and Delivery of Time Stamping Machine and Risograph Machine under PR No. MSB-57-22

BILL OF QUANTITIES

	GENERAL DESCRIPTION	QUANTITY	UNIT	UNIT COST	BID AMOUNT
1	TIME STAMP MACHINE - Time Stamping - Numbering - Can Customized message or Company Initial - 12 or 24 hour format settings - Right or left printing option - Adjustable Printing Position & Printing length - Displays current time and date on large LCD screen - Three-ways print activation : automatic, manual or semi-automatic - 13 Different Messages - With security lock and key - Material of Body; Hard Plastic Casing - Heavy Duty - 3 Lines or Rows punching	6.00	pc		
2	RISOGRAPH MACHINE • Quick duplicating machine • 130 Copies per minute speed • Line, Photo, Duo-image processing • 300 dpi resolution • No warm-up time waiting • Long -Max. paper size • 500,000 maximum monthly volume • 1,000 paper sheet cassette • Uses ink, printing are very economical • Uses no heater that prevents paper to curl • Giving high-quality copies	1.00	pc		
			TOTAL:		

2 Interested suppliers are required to submit together with their bid, the valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement.

3 Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above.

4 Bid documents amounting to Php500.00 shall be non-refundable.

5 Partial bidding is not accepted.

6 Submission of bid must not be later than 9:00 AM of July 04, 2022, at PPA PMO Masbate Administrative Building, 2nd Floor, Passenger Terminal Building, Port of Masbate City.

For inquiries, you may contact us at telephone number (056) 578-6618.

Very Truly Yours,

RENE L. AGAO II
BAC Chairperson

BID FORM

Date: _____

To: Bids and Awards Committee
PPA, PMO Masbate

Gentlemen;

Having examined the bidding Documents, the receipt of which is hereby duly acknowledge, we, the undersigned, offer to [supply/deliver/perform] SUPPLY AND DELIVERY OF TIME STAMPING MACHINE AND RISOGRAPH MACHINE in conformity with the said Bidding Documents for the sum of _____ (₱_____) or such other sums as may be ascertained in accordance with the attached Bill of Quantities with Unit Bid Price and Total Bid Price for each item.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the Delivery Schedule Requirement.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding documents.

We agree to abide by this Bid for the Bid Validity Period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract for the SUPPLY AND DELIVERY OF TIME STAMPING MACHINE AND RISOGRAPH MACHINE of the PPA, PMO Masbate.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

Signature of Representative : _____

Name of Representative : _____

Supplier : _____

Philippine Ports Authority
PMO-Masbate
Brgy. Bapor, Port Area, Masbate City

DATE _____

SUPPLY AND DELIVERY OF TIME STAMPING MACHINE AND RISOGRAPH MACHINE

BILL OF QUANTITIES					
	GENERAL DESCRIPTION	**QUANTITY**	**UNIT**	**UNIT COST**	**BID AMOUNT**
1.	TIME STAMP MACHINE - Time Stamping - Numbering - Can Customized message or Company Initial - 12 or 24 hour format settings - Right or left printing option - Adjustable Printing Position & Printing length - Displays current time and date on large LCD screen - Three-ways print activation : automatic, manual or semi-automatic - 13 Different Messages - With security lock and key - Material of Body; Hard Plastic Casing - Heavy Duty - 3 Lines or Rows punching	6.00	pc		
2.	RISOGRAPH MACHINE • Quick duplicating machine • 130 Copies per minute speed • Line, Photo, Duo-image processing • 300 dpi resolution • No warm-up time waiting • Long -Max. paper size • 500,000 maximum monthly volume • 1,000 paper sheet cassette • Uses ink, printing are very economical • Uses no heater that prevents paper to curl • Giving high-quality copies	1.00	pc		
TOTAL BID AMOUNT IN FIGURES:				**Php**	
TOTAL BID AMOUNT IN WORDS:					

Name and Signature of Bidder: _____

Address: _____

Telephone No.: _____