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**PMO NCR-North**

**REQUEST FOR QUOTATION**

1. The Philippine Ports Authority, Port Management Office of NCR North (PPA PMO-NCR North) through the Bids and Awards Committee for the Procurement of Goods and Services (BACS-GS), will undertake the procurement regarding “**Monthly Maintenance of One (1) unit Passenger Elevator, KONE Brand”** in accordance with section 53.9 (Small Value Procurement) of the Republic Act No. 9184. The details of the project are the following:

|  |  |  |
| --- | --- | --- |
| a. Name of Project | : | **Monthly Preventive Maintenance of One (1) unit Passenger Elevator for April 1 to December 31, 2016** |
| b. RIS/RIV Reference No.  | : | NCRN2016-024 |
|  c. Delivery Site | : | **Vessel Traffic Management System (VTMS) Control Center MICT South Access Road, Manila** |
|  d. Scope of Work | : | 1. Check effectiveness of all safety switches.
2. Lubrication and removal of oil residue of all mechanical equipment.
3. Testing, recording and logging of all fault codes, if any.
4. Checking and testing of all electrical equipment.
5. Cleaning of all traction motor equipment.
6. 24/7 service and trouble shooting in case of elevator malfunction.
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| e. Approved Budget Ceiling for the Contract | : | **Php 55,400.00****NO. OF MONTHS BUDGET** (APR-DEC 2016) **MONTHLY TOTAL**  9 5,600.00 50,400.00 |
|  f. Source of Fund | : | **PPA Corporate Funds** |

1. The duly accomplished Price Quotation Form (Annex “A”) and the certified true copy of the following documents must be placed in a sealed envelope and submitted in accordance with the Item No. 3 hereof:

a. Company Profile

b. SEC / DTI / CDA Registration

c. BIR / VAT Registration

d. PhilGEPS Registration Certificate

e. Valid Mayor’s Permit

Non-submission of any of the above required documents shall be a ground for disqualification.

Original copies of documents should be presented during the conduct of the scheduled Post Qualification. Failure to comply with the presentation of the original copies of required documents shall mean disqualification and the BAC shall conduct the Post Qualification of the next bidder with the Lowest Calculated Bid.

1. All quotations may be submitted by mail, courier or hand carried on or before 5:00 p.m. of March 08, 2016 to the Supply Unit, G/F, PPA PMO-NCR North Administration Bldg., Marcos Road, North Harbor, Tondo, Manila addressed to:

 WILLY F. DE JESUS

 Chairperson

 BAC-GS, Philippine Ports Authority

PMO-NCR North

Marcos Road, North Harbor,

Tondo, Manila

1. All quotations shall be valid for a period of ninety (90) days from the deadline of submission of quotations and shall be inclusive of the applicable 12% Value Added Tax (VAT).
2. Late submission of quotations shall not be allowed.
3. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or his/her duly authorized representative.
4. Award shall be given to the lowest submitted quotation.
5. Prospective bidder shall be a duly licensed Filipino citizen/sole proprietorship, partnership, corporation, cooperative duly organized under the laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino business partner.
6. PMO-NCR North reserved the right to reject any or all quotations at any prior to award of the project 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.
7. For further information, you may contact, **MR. ROBERTO R. TAN**, Head, BAC Secretariat at Telephone Number **245-2929**.

**WILLY F. DE JESUS**

Chairperson

PMO-NCR North BAC-GS

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