



PMO-ZAMBOANGA

R.T. Lim Boulevard
Zamboanga City 7000

Tel Nos. 991-2037 to 2039
Fax No. 991-2360

REQUEST FOR QUOTATION

1. The Philippine Ports Authority (PPA), Port Management Office (PMO) of Zamboanga through its Bids and Awards Committee (BAC) - Procurement of Goods and Services (PG) invites interested suppliers to quote for the "One (1) Lot - Supply of Labor and Materials for the provision of various services such as photocopy, blue and white print, binding, and tarpaulin printing of PPA, PMO-Zamboanga for CY 2016" through Small Value Procurement in accordance with Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

1. Name of Project: One (1) Lot - Supply of Labor and Materials for the provision of various services such as photocopy, blue and white print, binding, and tarpaulin printing of PPA, PMO-Zamboanga for CY 2016, as detailed below:

Item No.	Qty.	Unit	Scope of Work	Approved Budget for the Contract (ABC) Per Unit
1	1	Lot	One (1) Lot - Supply of labor and materials for provision of the following services:	
			1. Photocopy (Clear Copy)	
			- Legal Size	P 1.75/copy
			- Letter/A4 size	P 1.75/copy
			2. Blue Print, Standard Size (21"x30")	P 18.00/piece
			3. White Print, Standard Size (21"x 30")	P 50.00/piece
			4. Binding	
			- Soft Bound, Ordinary Cartolina Cover	P 40.00/piece
			- Hard Bound	P 200.00/piece
			5. Tarpaulin per Foot	
			-China made, per sq. ft.	P18.00/sq.ft + P50/print
			- Japan made, per sq. ft.	P20.00/sq.ft + P 50/print

2. Purchase Request (PR) Reference Number: PR No. 2016-108 dated 03-29-16

3. Delivery Period: April 1- December 31, 2016

4. Deadline for Submission of Bid/Quotation: April 15, 2016, Not later than 2:00PM

5. Opening of Bids: April 15, 2016, at 2:00 PM

6. Source of Fund: PPA Corporate Fund

2. The duly accomplished prescribed form or certified true copy of following documents must be placed in a sealed envelope:

1. Duly Accomplished Pre-Qualification State Form
2. Valid Mayor's Permit
3. Certificate of Registration of Business Name (DTI/SEC or CDA)
4. BIR- VAT or Non-Vat Registration Certificate
5. Latest BIR Income Tax Return
6. Duly Accomplished Price Quotation Form -Annex "A" (sealed in another envelope separately)

Non-submission of any of the above required documents shall be a ground for disqualification. The original copies of documents should be presented during the conduct of the scheduled Post Qualification/Validation of Bid Documents.

Failure to present/show the original copies of required documents as mentioned above shall mean disqualification. The Bids and Awards Committee-Procurement of Goods (BAC-PG) shall then conduct the Post Qualification/Validation of Bid Documents to the next bidder with the Lowest Calculated Bid.

Suppliers who had submitted their eligibility documents shall secure a Certificate issued by the BAC-PG Chairperson in lieu of the submission of the same bidding documents stated above. The concerned suppliers shall submit the Certificate, lacking documents if any, and Accomplished Price Quotation Form -Annex "A" (sealed in another envelope separately).

3. All quotations shall be submitted to the Supply Unit, Second Floor, Administration Building, Philippine Ports Authority, PMO-Zamboanga, Zamboanga City addressed to:

MR. EMILIANO M. ESPARAGUERA, JR.
Chairperson, BAC-PG
Philippine Ports Authority
PMO-Zamboanga
Port Area, Zamboanga City

4. The items mentioned above are grouped in one (1) lot and that the evaluation and contract award shall be **based on a per lot basis**. There should be complete entries of price quotations for the items enumerated that compose the whole lot. Bidders who submit documents with incomplete entries of price quotations for the said lot shall be disqualified.

5. All quotations shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotation and shall be inclusive of the applicable 12% Value Added Tax (VAT).

6. The said procurement shall be awarded to the supplier determined to have submitted the complete documents and with the lowest calculated and responsive quotation.

7. Late submission of quotations shall not be allowed. Price quotations in excess of ABC per unit shall be automatically disqualified.

8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or his/her authorized representative.
9. 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 (60%) of the interest/ownership belongs to Filipino citizens.
10. PPA, PMO-Zamboanga reserves the right to reject any or all quotations at any time 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.
11. For further inquiries, please contact the BAC Secretariat, Ms. Darwisa J. Lipaygo/Ms. Karen Kay O. Rivero, at Tel nos. (062)-991-2360 and (062) 991-2037.


~~EMILIANO M. ESPARAGUERA, JR.~~
BAC-PG Chairperson

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