



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Subscription/Supply of Newspaper**
Approved Budget for the Contract : **P372,425.00**
Deadline for Submission : **February 19, 2019**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current PhilGeps Registration Number, Mayor's/ Business Permit, Income/Business Tax Return and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-47-35
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

Subscription/Supply of Newspapers
(From March 1, 2019 to December 31, 2019)

SPECIFICATIONS

The following publications shall be available from the supplier:

1. Manila Bulletin
2. Philippine Star
3. Manila Times
4. Inquirer

Total quantity: 14,897 (including Saturday and Sunday publications for the Corporate Communications Staff)

Terms and Conditions:

1. The deployment list will be given to the winning bidder. The subscription/supply of newspapers will start on February 11, 2019. Dates with no delivery of the required quantity shall not be billed by the supplier.
2. Delivery must be done on or before 7:00 a.m. daily.
3. The supplier or his representative must bear his company ID. In the absence thereof, PPA must be notified of all of the supplier's delivery personnel, and such individual/s must present an ID to PPA upon delivery.
4. Delivery must be made to three (3) locations, namely: PPA Head Office, PPA Training Institute, PPD Office Building. Schedule of deployment will be provided to the winning bidder.
5. Delivery at the PPA Head Office is centralized through the Administrative Services Department. The actual number of copies will be checked daily by the designated PPA personnel. This shall be the basis for the supplier's monthly invoice.
6. The PPA may request changes in the publication from the supplier, upon written notice to the supplier. Any deployment change shall not change the total number of quantity.
7. The supplier shall bill PPA every four (4) weeks, or after every 28th of the month.
8. Payment will be done within 7 days from PPA's receipt of the billing of the supplier.