



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
BAC-PGCS-135-2021

Name of Project : **Procurement of Laundry Services for  
Philippine Ports Authority GAD Center and  
Training Institute**

Approved Budget for the Contract : **P582, 000.00**

Deadline for Submission : **March 16, 2021**

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

Quotations shall be submitted in person to the Manager, 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  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

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

## TERMS OF REFERENCE

### PROCUREMENT OF LAUNDRY SERVICES FOR PHILIPPINE PORTS AUTHORITY GAD CENTER AND TRAINING INSTITUTE DORMITORY

#### I. OBJECTIVES

To provide laundry services for the Philippine Ports Authority (PPA) GAD Center and PPA Training Institute Dormitory

#### II. APPROVED BUDGET FOR THE CONTRACT

The Supply and Delivery of Laundry Services for the Philippine Ports Authority GAD Center and PPA Training Institute has an Approved Budget of **FIVE HUNDRED EIGHTY TWO THOUSAND PESOS ONLY (Php 582,000.00)**.

#### III. SCOPE OF SERVICES

The contract period shall be effective for one (1) year from the date received of the Purchase Order (PO).

The Contract shall include pick-up, laundry services and delivery of the following items:

Item No.	Qty	Description	Quantity
1	kilo	Bedsheet	115
2	kilo	Blanket	245
3	kilo	Pillow Case	85
4	kilo	Towel (big)	135
5	kilo	Table Cloth	35

The number of kilo of each item may vary based on the approved Purchase Order. Any changes shall not exceed the total bid price.

#### IV. PICK-UP AND DELIVERY

1. The winning service provider must be able to provide pick-up laundry services and delivery services per Purchase Order to be issued by the procuring entity.
2. The winning service provider must pick-up all Laundry within Forty Eight (48) hours

## V. PAYMENT

1. Payment shall be computed based on the actual weight of the Laundry Service.
2. Full payment shall be made only after FULL and COMPLETE delivery of items to PPA.
3. An Inspection & Acceptance report must be duly accomplished for purposes of payment. The **INSPECTION** portion must be signed by the Acting PMD Manager and **ACCEPTANCE** portion must be signed by the Admin Manager.



**ERIC E. DIMACULANGAN**  
Department Manager  
Administrative Services Department

PMD: EED/ACD/DMM/JRM

