



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
BAC-PGCS-141-2021

Name of Project : **Procurement of Service Provider for PPA's Advertising and Publication**

Approved Budget for the Contract : **P750, 000.00**

Deadline for Submission : **April 19, 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 SERVICE PROVIDER FOR PPA's ADVERTISING AND PUBLICATION (BAC-PGCS-141-2021)

#### I OBJECTIVES

The project entails the procurement of service provider for PPA's Advertising and Publication. The said Provider shall handle the advertising/ publication of **PHILIPPINE PORTS AUTHORITY** issuances and other official documents as may be required by law, from the **Records and Communications Division, Administrative Services Department** in a newspaper of general circulation.

#### II SCOPE OF SERVICE

The Service Provider to be contracted shall:

- Assign an account executive to handle the **PHILIPPINE PORTS AUTHORITY** account, specifically for the publication of issuances or official documents as required, in a broadsheet newspaper for daily general circulation within the Philippines.
- Be able to submit proof of publication to the **Records and Communications Division-Administrative Services Department** on the day of publication.
- Be able to provide certificate of publication as per request of RCD-Administrative Services Department.

#### III APPROVED BUDGET FOR THE CONTRACT

The Approved budget for the Contract (ABC) amounts to **Seven Hundred Fifty Thousand Pesos (Php 750,000.00)**.

#### IV TECHNICAL SPECIFICATION

| ITEM DESCRIPTION           | QUANTITY | UNIT    |
|----------------------------|----------|---------|
| Publication<br>Per col./cm | 3,409    | Col./cm |

## **V DELIVERY**

- Request for Posting and Publishing shall be within office hours (Monday to Friday). However, service provider shall be readily available to cater to PPA's urgent postings and publication outside office hours, and even on weekends if the need arises.
- Service Provider must be able to post/publish specified requirement as per purchase order within 24 hours from receipt of purchase order.

## **VI PAYMENT**

- Full payment shall be made after every purchase order served.

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