



**REQUEST FOR QUOTATION**

Name of Project : **Subscription/Supply of Newspaper**  
Approved Budget for the Contract : **P524,900.00**  
Deadline for Submission : **August 17 2018**

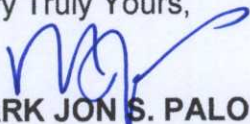
Please quote your best quotation in line with the above specifications. Suppliers are required to submit their valid and current Mayor's Permit, PhilGeps Registration Certificate, Income/Business Tax Return and Omnibus Sworn Statement.

Quotations shall be submitted in person to the BAC Secretariat, 5<sup>th</sup> floor, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at [mlpperez@ppa.com.ph](mailto:mlpperez@ppa.com.ph). 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

**Subscription/Supply of Newspapers**  
(From September 2018 to January 2019)

**SPECIFICATIONS**

DEPLOYMENT/DEPARTMENT		COPIES	FREQUENCY	TOTAL PER WEEK
1	OGM	4	Monday-Friday	20
2	OAGMO	4	Monday-Friday	20
3	OAGME	4	Monday-Friday	20
4	OAGMFA	4	Monday-Friday	20
5	PMS ODD	2	Monday-Friday	10
6	ICTD	2	Monday-Friday	10
7	ISAS	2	Monday-Friday	10
8	IAD	2	Monday-Friday	10
9	OCBS	2	Monday-Friday	10
10	CPD	2	Monday-Friday	10
11	CCS	4	Monday-Sunday	28
12	LSD	2	Monday-Friday	10
13	BAC	2	Monday-Friday	10
14	PPDD	2	Monday-Friday	10
15	PCMD	2	Monday-Friday	10
16	DSD	2	Monday-Friday	10
17	POSD	2	Monday-Friday	10
18	CSD	2	Monday-Friday	10
19	HRMD	2	Monday-Friday	10
20	CD	2	Monday-Friday	10
21	ASD	2	Monday-Friday	10
22	TD	2	Monday-Friday	10
23	PPDD	2	Monday-Friday	10
24	PPATI	2	Monday-Friday	10
		<b>58</b>		<b>298</b>

Departments with 4 publication allocation must include:

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

Departments with 2 publication allocation must include:

1. Manila Bulletin
2. Philippine Star



**Terms and Conditions:**

1. The subscription/supply of newspapers will start on September 01, 2018.
3. 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 done at the PPA Head Office. For PPATI, it must be done at the PPATI building. For Port Police, it must be delivered to the PPD Office Building.
5. Delivery will be 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 supplier shall bill PPA every four (4) weeks, or after every 28<sup>th</sup> of the month.
7. Payment will be done within 7 days from PPA's receipt of the billing of the supplier.