



REQUEST FOR QUOTATION

(Small Value Procurement)

BAC-PGCS-161-2020

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

Approved Budget for the Contract : **P593, 800.00**

Deadline for Submission : **December 18, 2020**

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
5th 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

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 Dormitory has an Approved Budget of **FIVE HUNDRED NINETY THREE THOUSAND EIGHT HUNDRED PESOS ONLY (Php 593,800.00)**.

III. SCOPE OF SERVICES

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

The Contract shall include **Pick-up, Laundry and Delivery** of the following items:

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

The weight of each item may vary based on the approved Purchase Order, however, any changes shall not exceed the total bid price.

IV. PICK-UP AND DELIVERY

1. The Winning Service Provider must be able to pick-up PPA's items for laundry and deliver them back as well once laundry of items are already done.

2. The Winning Service Provider must pick-up all laundry within Forty Eight (48) hours from receipt of approved Purchase Request and approved Purchase Order to be issued by the procuring entity and duly acknowledged by the service provider.
3. Delivery of items to PPA must be made seven (7) days after signing the Purchase Order.
4. Failure to comply with the Terms and Condition of the Contract shall entail a penalty of **ONE HUNDRED PESOS** (Php 100.00) for every 24 hours of delay.

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 as per Purchase Order.
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