



PHILIPPINE
PORTS
AUTHORITY



**REQUEST FOR QUOTATION (RFQ)
(SMALL VALUE PROCUREMENT)
Reference: PR No. SH-7875-24**

**Date: 28 August 2024
RFQ No.: 017-2024**

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites quotations for the **Supply and Delivery of Various Building and Construction Materials**. This procurement will be conducted in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised implementing Rules and Regulations of Republic Act No. 9184.

You are invited to submit your quotations based on the specifications as outlined in **Annex "C"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "D"**.

Approved Budget for the Contract (ABC) is **SIXTY-ONE THOUSAND TWO HUNDRED FORTY-SEVEN PESOS AND ZERO CENTAVOS (Php61,247.00)**. Any bid exceeding the ABC will not be accepted.

Evaluation Criteria : The contract will be awarded to the lowest-priced quotation that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **9:00 a.m. on October 24, 2024 (Thursday)**. The **bids will be opened at 1:30 p.m.** on the same day.

Submit To:

Mr. Arnold B. Villegas

Chairperson, Bids and Awards Committee

Port Management Office – NCR South Administrative Building

South Harbor, Port Area, Manila 1018 Philippines

Email: ncrsouth_bac@ppa.com.ph

This Request for Quotation (RFQ) is comprised of:

Instructions and Terms and Conditions:	Annex A
Schedule of Requirements	Annex B
Technical Specifications	Annex C
Supplier's/ Price Quotation /Proposal	Annex D

PORT MANAGEMENT OFFICE FOR NCR SOUTH

PMO-NCR South Administration Building

South Harbor, Port Area, Manila 1018 Philippines

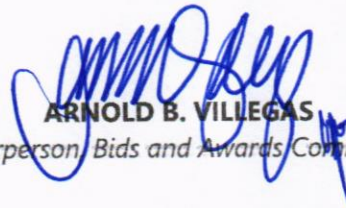
Trunkline No. (+632) 525-5264 Fax No. (+632) 527-4424 Email: pmoncrsouth@ppa.com.ph

Website: www.ppa.com.ph

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the lowest-priced offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages for late deliveries will be imposed at 0.1% of the contract value per day of delay.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within 24-48 hours upon receipt of billing. Any transfer fees will be charged to the supplier.

For any questions/clarifications, related to this RFQ please contact **Mrs. Airen C. Alfonso, Admin-Supply** at telephone no. 8525-5264 local 419 or email at acalfonso@ppa.com.ph.



ARNOLD B. VILLEGAS

Chairperson Bids and Awards Committee

Instructions to the Suppliers

a. Technical Specifications / Project Description	See Annex C for detailed technical specifications of the project.
b. Deadline for submission of RFQ	The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by 9:00 A.M. on October 24, 2024 (Thursday) . The bids will be opened at 1:30 p.m. on the same day.
c. General Terms and Conditions	- By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the Supply and Delivery of Various Building and Construction Materials. - Partial quotation will not be permitted (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	All quotations must be submitted in a sealed envelope and delivered either in person, by mail, or via courier service to the specified address: Mr. Arnold B. Villegas Chairperson, Bids and Awards Committee Port Management Office – NCR South Admin. Building South Harbor, Port Area, Manila 1018 Philippines Email: ncrsouth_bac@ppa.com.ph
e. Validity of Quotation	- The quotation must be valid for 60 calendar days from submission deadline. - In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	- Delivery of good must commence within 15 calendar days from the receipt of the Purchase Order (PO) - Refer to Annex B for detailed project timeline.
g. Place of Delivery	PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	All prices must be quoted in Philippine Peso (PHP)
i. Required Documents (Submission in Two Envelopes)	Envelope 1: Technical Documents ❖ DTI/SEC Certificate of Registration ❖ Latest or 2024 Mayor's/Business Permit ❖ PhiGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement (if applicable, for ABC above Php50,000.00) <i>¹In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.</i> ❖ Technical Specifications as detailed in Annex "C" Envelope 2: Financial Proposal ❖ Annex D: Price Quotation, duly signed by the bidder's authorized representative.
j. Award of Contract / Purchase Order	- The contract will be awarded to the lowest-priced, technically compliant bid. - Full submission of Annex D (Price Quotation) is required for consideration.

k. Contract Signing	N/A.
l. Liquidated Damages	Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
m. Payment Terms	- Payment will be made after successful delivery and inspection, following submission of supporting documents (Order Slip, Billing Statement). - Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and any bank transfer fees will be charged to the supplier.

SCHEDULE OF REQUIREMENTS

Item No.	Description	Quantity	UOM	Delivery Timeframe	Delivery Location
1.	Supply and Delivery of Various Building and Construction Materials (as detailed in Annex "C" – Technical Specifications)	1	Lot	To be delivered within 15 calendar days from the receipt of Purchase Order	PPA PMO NCR South Administrative Building, Gate 1, South Harbor, Port Area, Manila, NCR. (formerly Marsman Building)

Delivery Timeframe:

- The Supply and Delivery of various building and construction materials under this RFQ will be delivered within 15 calendar days from the receipt of **Purchase Order (PO)**
- The delivery must include the project name on both the delivery receipt and sales invoice.

Place of Delivery:

- PMO NCR South Administrative Building (Marsman building)
Gate 1, South Harbor, Port Area, Manila 1018, NCR

Price Quotation Validity:

- Price Quotations must remain valid **for sixty (60) calendar days** from the submission deadline.

Technical Specifications

Item(s)/Technical Specifications					Statement of Compliance ("Comply" or "Not Comply")
Lot No.	Item	Description of requirement	UOM	QTY	
I.	VARIOUS BUILDING AND CONSTRUCTION MATERIALS				
1.	Paint Roller Brush	152mm (6")	piece	3.00	
2.	Paint Brush	101mm (4")	piece	3.00	
3.	Paint Thinner	Solvent, dilutes oil-based paint	gallon	1.00	
4.	Marine Plywood	1/4" thk, local	piece	34.00	
5.	Liston Wood Edging	1"x1"x12'	piece	1.00	
6.	Glass	Clear or transparent, 0.9x0.8m, 1/4" thk	piece	1.00	
7.	Good Lumber	S4S, 2"x3"x8'	piece	70.00	
8.	Paint	Flat Latex, white, 4L for wood	gallon	4.00	

SUPPLIER'S PROPOSAL

In response to the Request for Quotation (RFQ) No. 017-2024, I/we, the undersigned, hereby submit our price quotation for the following items, in accordance with the technical specifications and terms outlined by the Philippine Ports Authority (PPA)-PMO NCR South:

Lot No.	Item Name	Description	UOM	QTY	Approved Budget for the Project (ABC)	Bid Offer (In Philippine Peso)
1.	Expansion of Administrative Service Section Office.	Various Building and Construction Materials, based on the technical specifications as outline in Annex "C"	lot	1.00	Php61,247.00	

Note: The bid/quoted price shall not exceed the approved budget for the contract inclusive of VAT, all taxes and bank charges.

Supplier's Information:

Information	Details
Company Name	
Address	
Contact Person	
Position	
Contact Number	
Email Address	
Signature of Authorized Representative	

¹Note to Supplier/Provider

APPENDIX A "DOCUMENTARY REQUIREMENT FOR ALTERNATIVE METHODS OF PROCUREMENT OF ANNEX "H" OF 2016 REVISED IRR OF RA NO. 9184.

UNDER SMALL VALUE PROCUREMENT (Section 53.9). The following documents are required to be submitted along with your proposal:

Envelope 1: Technical Documents

- Certified true Copy SEC/DTI Certificate of Registration
- Certified true Copy Mayor's/Business Permit for Calendar Year 2024
- PhilGEPS Registration Number (**Required**)
- Income/Business Tax Return/Tax Clearance
- Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided under GPPB Resolution No. 09-2020.
- Technical Specifications -Annex "C"

Envelope 2: Financial Proposal

- Supplier's Quotation / Proposal – Annex "D"

Sealing and Marking of Envelopes: Each Supplier must submit one (1) certified true copy of the original documents of the technical and original financial bid/offered without erasures.

The Technical Documents shall be enclosed in one sealed envelope and the original financial bid/offered in another envelope containing the markings:

Envelope 1 - Technical Document

Supply and Delivery of Various Building and Construction Materials

[Company Name]

[Company Address]

[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS

Chairperson-Bids and Awards Committee

PPA PMO NCR South

RFQ No. _____

Envelope 2 - Financial Bid/Offered

Supply and Delivery of Various Building and Construction Materials

[Company Name]

[Company Address]

[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS

Chairperson-Bids and Awards Committee

PPA PMO NCR South

RFQ No. _____

Place Envelope 1: Technical Documents and Envelope 2: Financial Proposal into a single larger envelope, ensuring it has the specified markings:

Supply and Delivery of Various Building and Construction Materials

[Company Name]

[Company Address]

[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS

Chairperson-Bids and Awards Committee

PPA PMO NCR South

RFQ No. _____