BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

# REQUEST FOR QUOTATION

The PMO – NCR North, through its Bids and Awards Committee (PMO-NCR North BAC), invites interested bidders to quote for the project detailed below to be procured through **Small Value Procurement** of the Implementing Rules and Regulations of the Republic Act No. 12009 also known as New Government Procurement Act.

| | |
|---|---|
| Project Title | **PROCUREMENT AND INSTALLATION OF INTERNET SERVICE FOR VTMS CONTROL CENTER MANILA (REPOSTING)** |
| Approved Budget for the Contract (ABC) | **Six Hundred Sixty Thousand Pesos (Php660,000.00)** |
| Deadline for Submission of Quotations/Proposals/ Documentary Requirements | **November 12, 2026 at 01:00 PM**<br><br>*(If deadline falls on a day when work is suspended, the deadline shall be automatically moved to the next working day, not later than 12:00PM)* |

1. Submission of documentary requirements:

   1.1 PhilGEPS Organization ID or Certificate of Registration (Platinum Membership);
   1.2 Certified True Copy of Mayor's Permit/Business Permit;
   1.3 Income/Business Tax Return (For ABC above ₱500K);
   1.4 BIR Certificate of Registration; and
   1.5 Duly Signed and Notarized Omnibus Sworn Statement with proof of authority. Proof of authority shall be in the following forms, as applicable:

      1.5.1 For Single Proprietorship – Special Power of Attorney, in case the person signing the Quotation is not the business owner, in its original and notarized form.
      1.5.2 For Corporation – Board Resolution/Secretary's Certificate, in its original and notarized form.

2. Instructions to Bidders:

   2.1 Please submit Quotation Form including the documentary requirements in a **sealed envelope and properly marked with the name of the project** on or before the deadline to the **Port Management Office of NCR North, PMO Administration Building, Mel Lopez Boulevard, North Harbor, Tondo, Manila, 1013 Philippines.** Unsealed or unmarked bid envelopes shall be rejected.
   2.2 Quotations/Documents sent through electronic mail will not be considered.
   2.3 The Quotation Form and Omnibus Sworn Statement must be submitted using the prescribed form, attached as Annexes "A" and "B", respectively. Failure to use the prescribed forms is a ground to disqualify the quotation.
   2.4 Please write legibly and ensure that Quotation Form is completely filled out. Failure to comply with the requirement is a ground to disqualify the quotation.

2.5 Quotations must include all kinds of taxes for the item(s)/services listed in the Quotation Form, including delivery charges.

2.6 Price quotation(s) submitted shall be valid for a maximum period of One Hundred Twenty (120) days reckoned from the deadline for submission of quotations as reflected in this form.

2.7 Name of the Project and the ABC must be indicated verbatim in the Quotation Form and Omnibus Sworn Statement. Any deviation(s) from the project name reflected in this form shall be rejected.

2.8 The Procuring Entity shall adopt the **Most Advantageous Responsive Quotation (MARQ)** as the award criterion for this procurement. The determination of Most Advantageous Responsive Quotation (MARQ) shall be based on the eligibility and responsiveness of the Service Provider's Quotation to the specified technical requirements, together with the evaluation parameters, with the highest rated quotation being considered the MARQ. PPA reserve the right to post-qualify any provider and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC.

2.9 The PMO-NCR North BAC reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Contractor/Service Provider or any person.

2.10 In case of failure to deliver or capricious and whimsical refusal to accespt the award/ purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier. The guidelines for blacklisting set forth in RA 12009 shall apply without prejudice for forfeiture of performance security, if any.

2.11 The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

3. Important Note:

| VAT/ NON-VAT | GOODS | | | | SERVICES | | | |
|---|---|---|---|---|---|---|---|---|
| | EXPANDED W/ TAX | TAX CERTIFICATE | FINAL VAT | TAX CERTIFICATE | EXPANDED W/ TAX | TAX CERTIFICATE | FINAL VAT | TAX CERTIFICATE |
| VATABLE | 1% | BIR Form 2307 | 5% | BIR Form 2307 | 2% | BIR Form 2307 | 5% | BIR Form 2307 |
| NON-VAT | 1% | BIR Form 2307 | 3% | BIR Form 2307 | 2% | BIR Form 2307 | 3% | BIR Form 2307 |

For any questions/clarification, related to this RFQ please contact **PMO NCR-North BAC Secretariat** at telephone no. 8245-2929 or email at bac.ncrn@gmail.com

**FRANCIS ALDRICH A. RUBIO**
BAC Chairperson

Philippine Ports Authority
PMO NCR-North

# QUOTATION FORM

| | |
|---|---|
| Project Title | **PROCUREMENT AND INSTALLATION OF INTERNET SERVICE FOR VTMS CONTROL CENTER MANILA** |
| Approved Budget for the Contract | **Six Hundred Sixty Thousand Pesos (Php660,000.00)** |

In connection with this Request for Quotation (RFQ), I/We carefully read and fully understand the requirements, and hereby submit our price quotation for the following items, in accordance with the technical specifications and terms outlined by the Philippine Ports Authority, PMO NCR-North:

| Item No. | Item Description/Specification | Quantity | Unit of Measurement | Unit Price in Php | Total Price in Php (Quantity x Unit Price) |
|---|---|---|---|---|---|
| 1 | **PROCUREMENT AND INSTALLATION OF INTERNET SERVICE FOR VTMS CONTROL CENTER MANILA** | 1 | lot | | |
| **Grand Total Price inclusive of VAT and other applicable charges in Figures** | | | | | |
| **Grand Total Price inclusive of VAT and other applicable charges in Words** | | | | | |

Company Name: _____
Office/Business Address: _____

Tax Identification Number: _____
PhilGEPS Registration/Organization No.: _____

Contact Number(s): _____
Email Address: _____

I/We the undersigned, certify that I am duly authorized to sign this quotation and bind the abovementioned company in event that the quotation is accepted.

_____
**Signature Over Printed Name of Owner/Authorized Representative**

# Omnibus Sworn Statement Form

***[Note: The duly accomplished form shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## OMNIBUS SWORN STATEMENT

I, [*Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity] [insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation,

membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship:* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership:* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.