



REQUEST FOR QUOTATION

The **Philippine Ports Authority – PMO Bataan/Aurora** through its **Bids and Awards Committee**, intends to procure **“Services for the Mandatory Drug Testing of PMO-Bataan/Aurora (PMO-BNA) Employees”** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184. The Approved Budget for the Contract (ABC) is Fifty Four Thousand, Five Hundred Pesos (54,500.00) (VAT Inclusive).

Please quote your **best offer** for the project described in **herein attached Terms of Reference, subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your **sealed quotation** duly signed by your authorized representative not later than **March 11, 2024, 1:00 P.M.** to the Chairman of Bids and Awards Committee, PMO Bataan/Aurora – Port Operations Building, Port of Lamao, Limay, Bataan.

A copy of your **2023 Business/Mayor’s Permit and PhilGEPS Registration Number** are also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s Permit.

A **notarized Omnibus Sworn Statement (GPPB-Prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. (047)244-6886/ 244-8637 or email address at bacpmobataan@yahoo.com.



ALBERT FRANCIS T. GOLES
Chairperson
Bids and Awards Committee

Date of Posting: March 8-11, 2024

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

ITEM	TECHNICAL SPECIFICATIONS/REQUIREMENTS	STATEMENT OF COMPLIANCE
1	Scope and Coverage per attached Terms of Reference	
	Minimum Requirements per attached Terms of Reference	

Approved Budget for the Contract	Offered Quotation	Your Total Offered Quotation
Php54,500.00		In Words:
		In Figures:

*The above quoted prices are inclusive of all costs and applicable taxes.

<u>Payment Details:</u>		
Banking Instructions		
Account Number		
Account Name		
Branch		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirement specified in the Technical Specifications.
8. PPA-PMO Bataan/Aurora shall have the right to inspect and/or to test the goods to confirm their conformity to the Technical Specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular No. 06-2005.
10. Payment shall be processed after delivery and upon submission of the required supporting documents in accordance with the existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PMO, at its option, may rescind the contract once the cumulative amount of liquidated damaged, reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es