



## REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC) will undertake **procurement of uniform polo shirts and long sleeves for use of PPA Calatagan Port Services and PPA Nasugbu Port Services** in accordance with **Section 53.9, Small Value Procurement**, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Procurement of Uniform Polo Shirts and Long sleeves for use of PPA Calatagan Port Services and PPA Nasugbu Port Services**
- b. Reference No. : **BAC-BGS-001ASTU-2024  
BAC-BGS-001BSTU-2024**
- c. Approved Budget for the Contract (ABC) : **Php 71,762.00**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Approved Budget for the Contract (ABC)
1	1	lot	<p><b>PPA Calatagan Port Services</b></p> <p>Specifications:  <b>-Fully Sublimation Process with Print Logo and Polydex Fabrics</b>  <b>-Assorted sizes (4XL, 3XL, 2XL, XL, Large, Medium, Small)</b></p> <p>a. <b>32 pcs Polo Shirt (4pcs per employee)</b>            -(Blue, Black, Gray and Red)</p> <p>b. <b>28 pcs Long sleeve (2pcs per employee)</b>            -(Black and Blue)</p> <p><i>(See Annex for Design)</i></p>	40,620.00
2	1	lot	<p><b>PPA Nasugbu Port Services</b></p> <p>Specifications:  <b>-Fully Sublimation Process with Print Logo and Polydex Fabrics</b>  <b>-Assorted sizes (4XL, 3XL, 2XL, XL, Large, Medium, Small)</b></p> <p>a. <b>24 pcs Polo Shirt (4pcs per employee)</b>            -(Blue, Black, Gray and Red)</p> <p>b. <b>22 pcs Long sleeve (2pcs per employee)</b>            -(Black and Blue)</p> <p><i>(See Annex for Design)</i></p>	31,142.00
<b>Total Amount (in Php)</b>				<b>71,762.00</b>

BAC-BGS-001ASTU-2024 BAC-BGS-001BSTU-2024

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : Within **TEN (10)** days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.

2. The duly accomplished **Price Quotation Form (Annex "A")** and **Omnibus Sworn Statement (Annex "B")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) PhilGEPS Registration / Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried to the **PMOB-BAC** on or before **9:00 a.m. of 29 February 2024** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

**COMPANY:** (Indicate the name of the Company)  
**NAME OF PROJECT:** (Indicate the name of the Project)

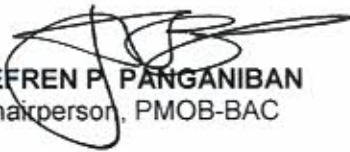
**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC  
Philippine Ports Authority  
Port Management Office of Batangas  
PPA Administration Building,  
Port Access Road, Calicanto,  
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
8. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.

9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.

10. For the information, you may contact **Genesis Arn A Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.



**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC

## Price Quotation Form

Date: \_\_\_\_\_

**JEFREN P. PANGANIBAN**  
 Chairperson, PMOB-BAC  
 Philippine Ports Authority  
 Port Management Office of Batangas  
 PPA Administration Building,  
 Port Access Road, Calicanto,  
 Batangas City 4200

Dear Mr. Panganiban,

We hereby submit our quotation for the procurement of the project, entitled: **Procurement of Uniform Polo Shirts and Long sleeves for use of PPA Calatagan Port Services and PPA Nasugbu Port Services** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Quoted Amount
1	1	lot	<p><b>PPA Calatagan Port Services</b></p> <p>Specifications:            -Fully Sublimation Process with Print Logo and Polydex Fabrics            -Assorted sizes (4XL, 3XL, 2XL, XL, Large, Medium, Small)</p> <p>c. <b>32 pcs</b> Polo Shirt (4pcs per employee)            -(Blue, Black, Gray and Red)</p> <p>d. <b>28 pcs</b> Long sleeve (2pcs per employee)            -(Black and Blue)</p> <p><i>(See Annex for Design)</i></p>	
2	1	lot	<p><b>PPA Nasugbu Port Services</b></p> <p>Specifications:            -Fully Sublimation Process with Print Logo and Polydex Fabrics            -Assorted sizes (4XL, 3XL, 2XL, XL, Large, Medium, Small)</p> <p>c. <b>24 pcs</b> Polo Shirt (4pcs per employee)            -(Blue, Black, Gray and Red)</p> <p>d. <b>22 pcs</b> Long sleeve (2pcs per employee)            -(Black and Blue)</p> <p><i>(See Annex for Design)</i></p>	
<b>Total Amount (in Php)</b>				

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

Very truly yours,

---

*Name / Position / Signature of Authorized Representative over Printed Name*

---

*Name of Company*

---

*Company Address*

---

*Contact Number*

---

*Email Address*

### Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### AFFIDAVIT

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, \_\_\_\_\_, and residing at  
[Name of Affiant] [Civil Status] [Nationality]  
\_\_\_\_\_  
[Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

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

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

**2. Select one, delete the other:**

*If a 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 \_\_\_\_\_ of the \_\_\_\_\_  
[Name of the Project] [Name of the Procuring Entity] as shown in the attached duly notarized Special Power of Attorney;

*If a 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 \_\_\_\_\_  
[Name of the Project] of the \_\_\_\_\_, as shown in the attached \_\_\_\_\_  
[Name of the Procuring Entity] [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

- 3.** \_\_\_\_\_ is not "blacklisted" or barred from bidding by the  
[Name of Bidder] 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 as defined and approved for in the Uniform Guidelines on Blacklisting;
- 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.** \_\_\_\_\_ is authorizing the Head of the Procuring Entity  
[Name of Bidder] or its duly authorized representative(s) to verify all the documents submitted;
- 6. Select one, delete the rest:**  
*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of \_\_\_\_\_  
[Name of Bidder]

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of \_\_\_\_\_  
[Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. \_\_\_\_\_  
[Name of Bidder] complies with existing labor laws and standards; and
8. \_\_\_\_\_  
[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 \_\_\_\_\_  
[Name of the Project]
9. \_\_\_\_\_  
[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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, 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 \_\_\_\_\_, with his/her photograph and signature appearing thereon, [insert type of government identification card used] with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of \_\_\_\_\_.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
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 \_\_\_\_\_

R:136 G:136 B:136



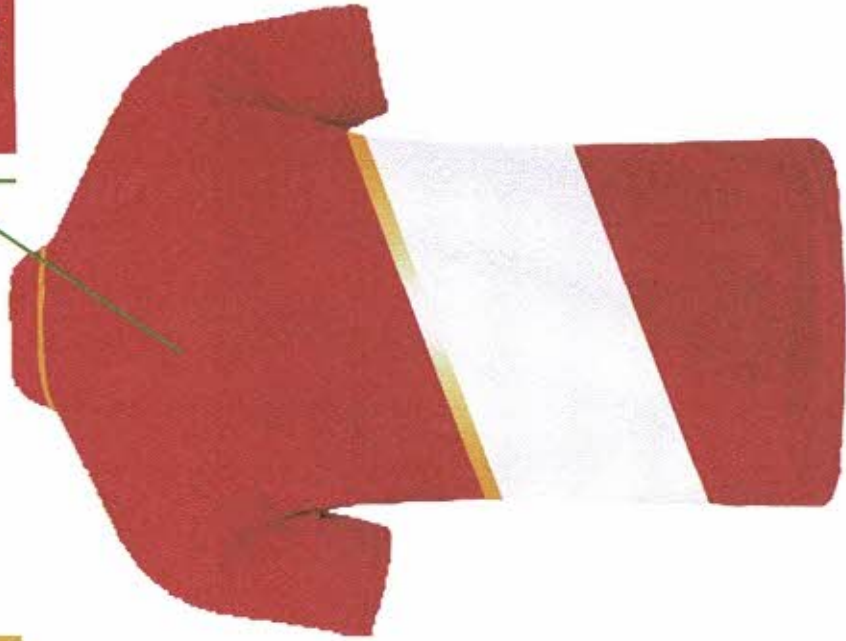
R:255 G:150 B:0



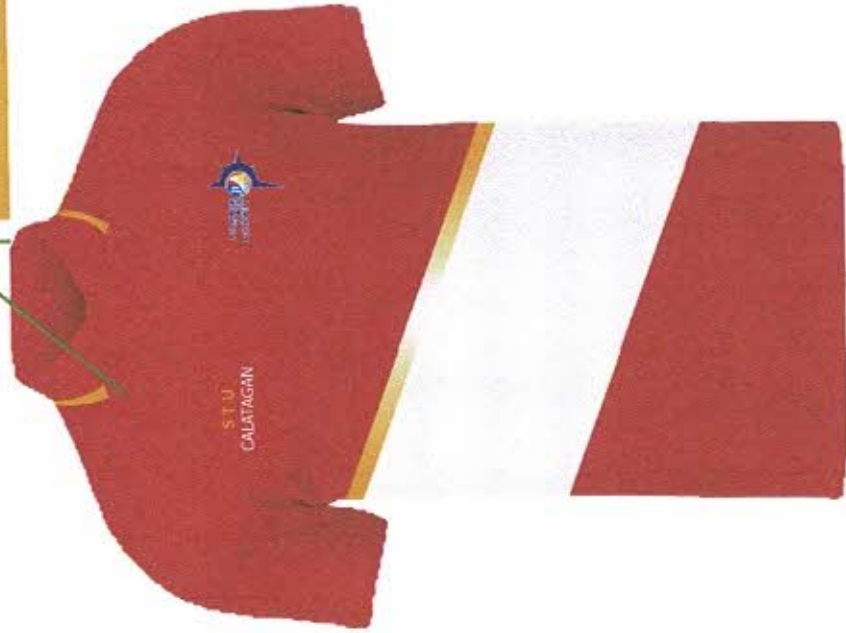
R:255 G:150 B:0



R:201 G:0 B:0



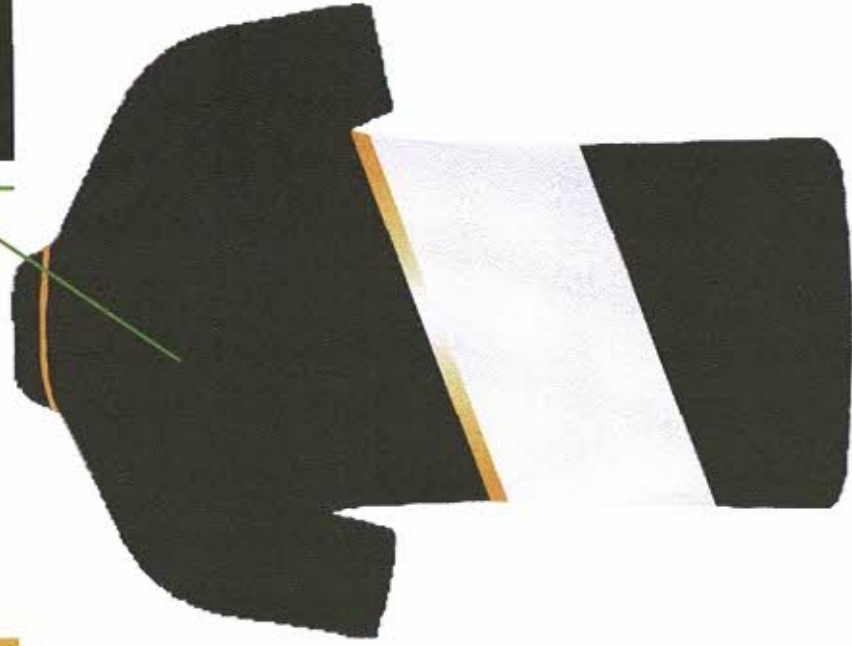
R:255 G:150 B:0



R:255 G:150 B:0

R:5 G:5 B:5

R:255 G:150 B:0



R:255 G:150 B:0

R:35 G:74 B:115



R:255 G:150 B:0



R:255 G:150 B:0

R:255 G:150 B:0



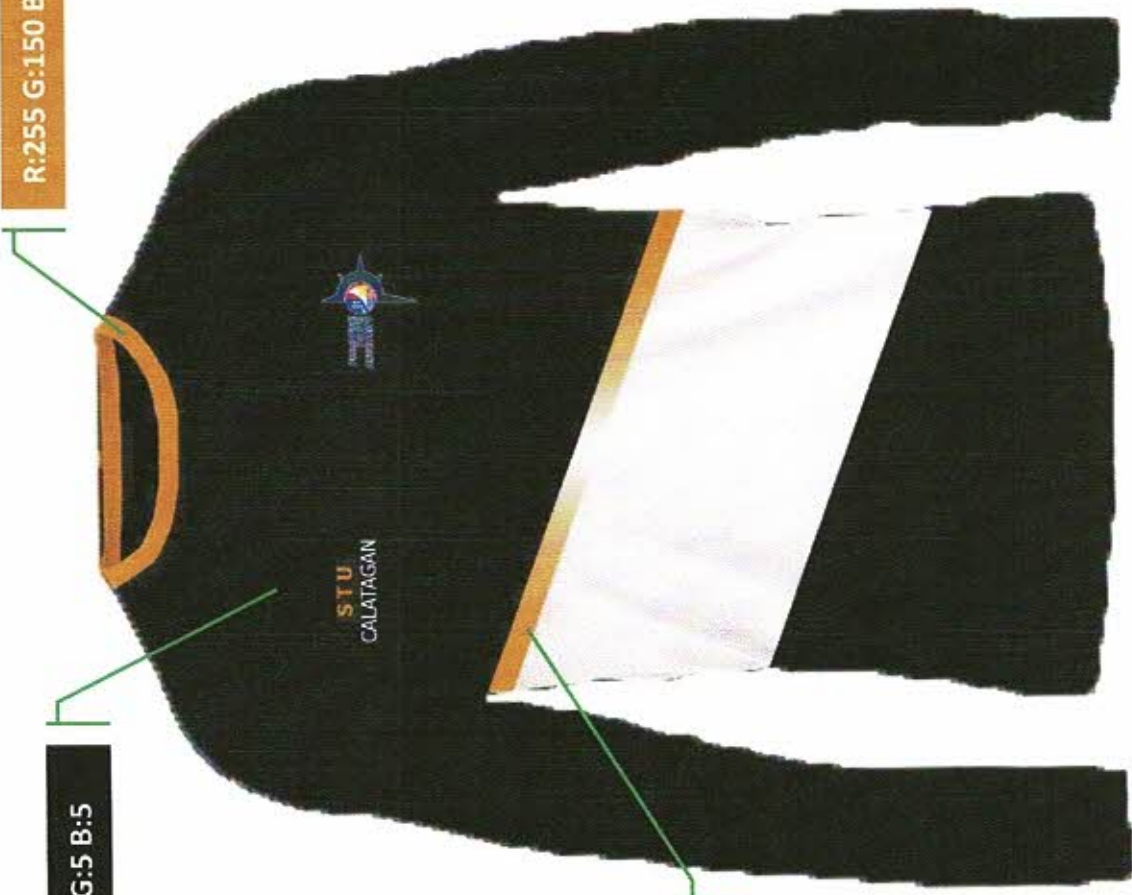
R:35 G:74 B:115

R:255 G:150 B:0

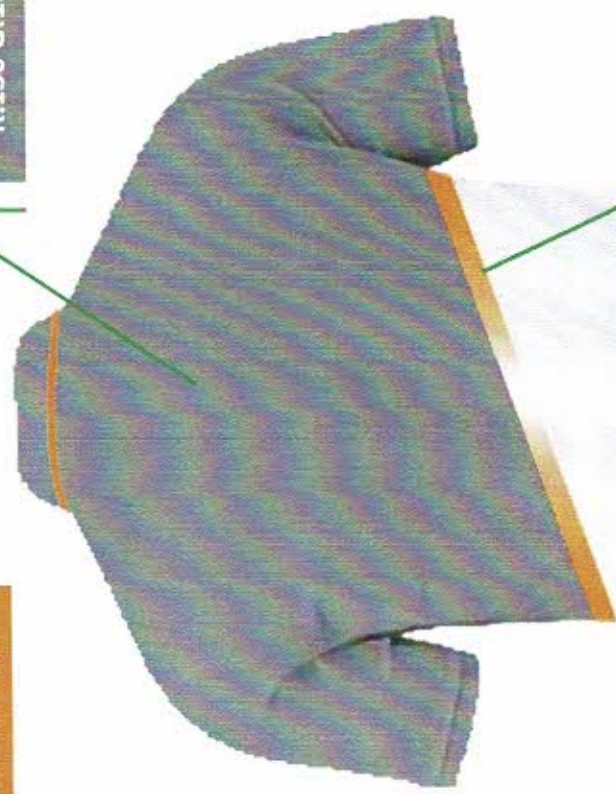
R:255 G:150 B:0

R:5 G:5 B:5

R:255 G:150 B:0



R:136 G:136 B:136



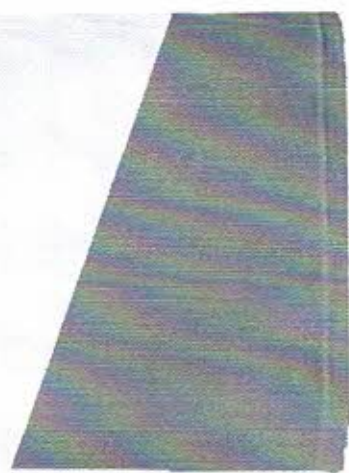
R:255 G:150 B:0



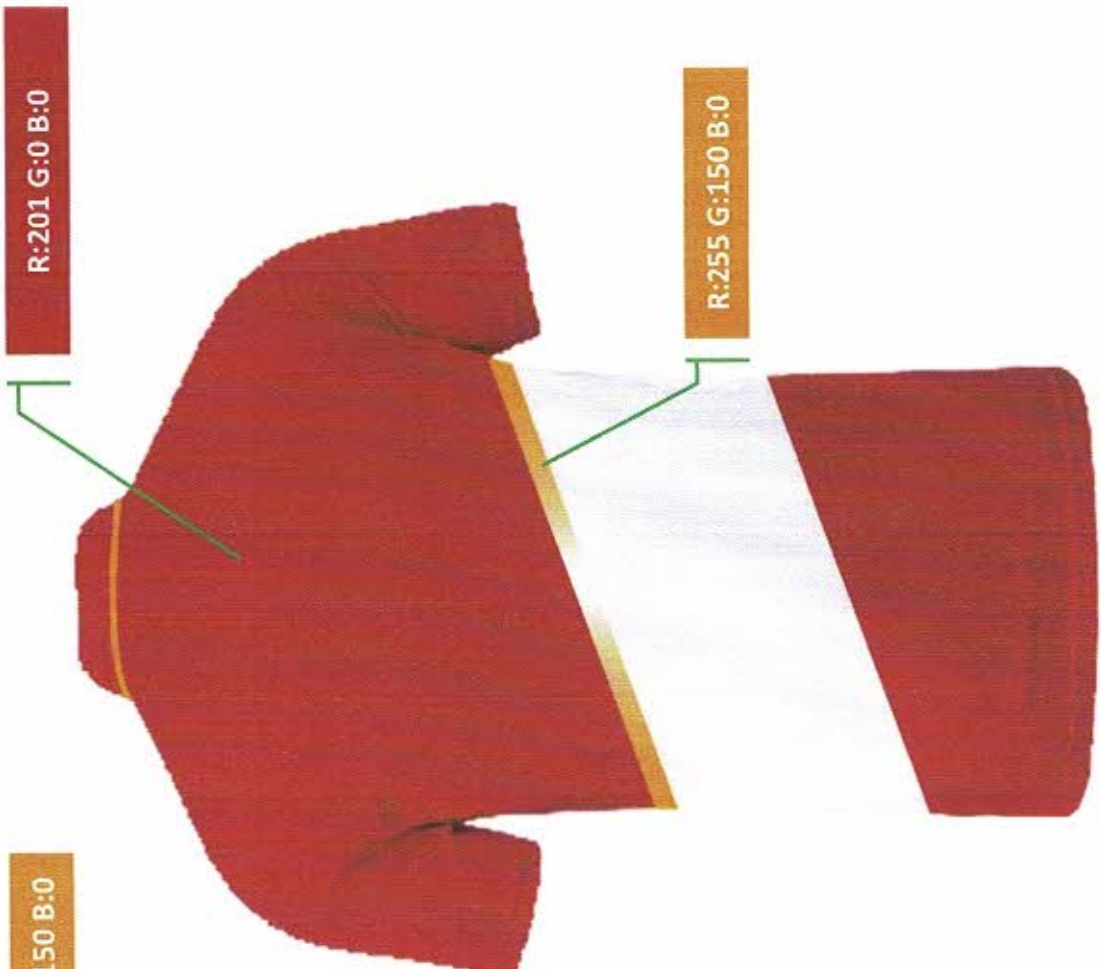
R:255 G:150 B:0



R:255 G:150 B:0

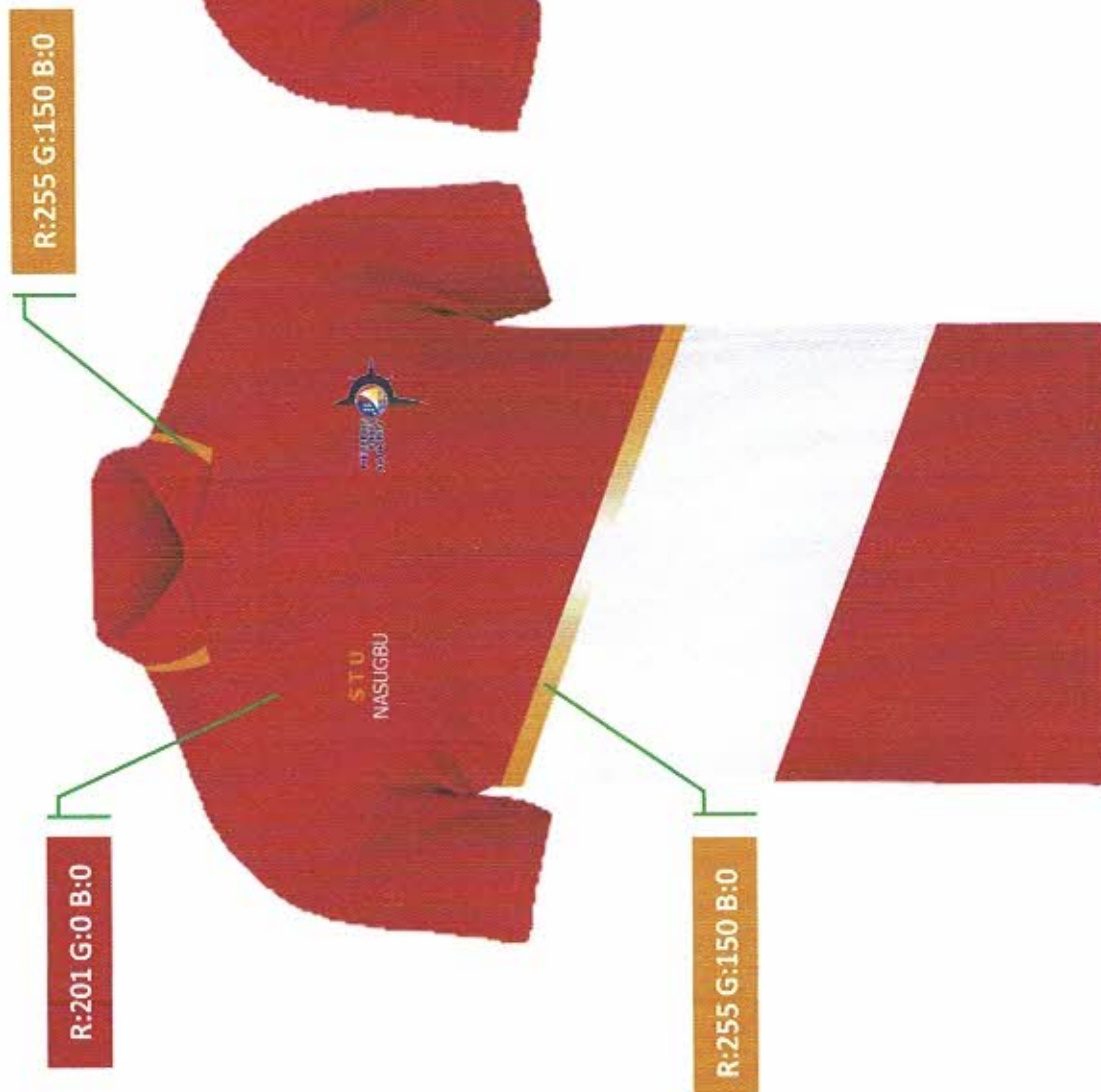


R:136 G:136 B:136



R:201 G:0 B:0

R:255 G:150 B:0



R:255 G:150 B:0

R:201 G:0 B:0

R:255 G:150 B:0

R:35 G:74 B:115



R:255 G:150 B:0



R:35 G:74 B:115

R:255 G:150 B:0

R:255 G:150 B:0



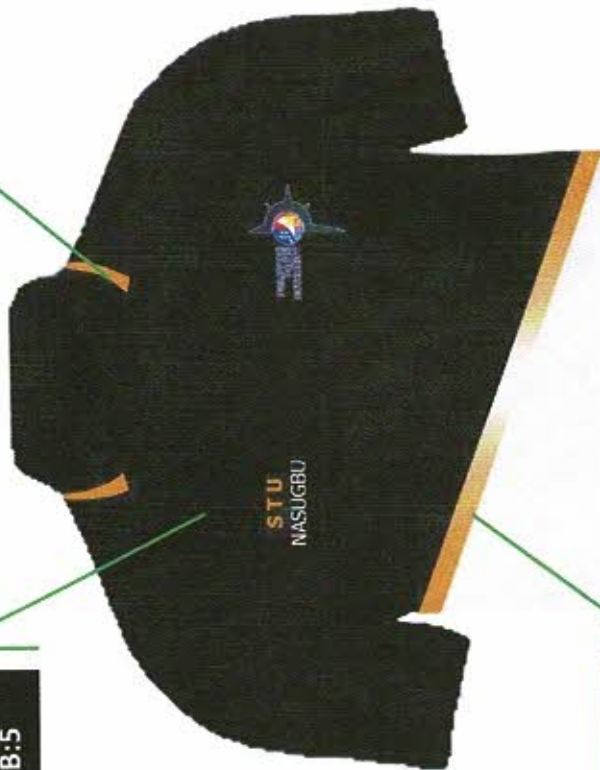
R:5 G:5 B:5



R:255 G:150 B:0



R:255 G:150 B:0



R:5 G:5 B:5

R:255 G:150 B:0





R:255 G:150 B:0

R:5 G:5 B:5

R:255 G:150 B:0

