



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 for the **Supply, Delivery and Installation of Power Transformer at Port of San Juan, Subukin San Juan, Batangas** 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 : **Supply, Delivery and Installation of Power Transformer at Port of San Juan, Subukin San Juan, Batangas**
- b. Reference No. : **BAC-BGS-055A-2024**
- c. Approved Budget for the Contract (ABC) : **Php 390,400.00**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	1	set	Power Transformer (Oil Immersed) <i>See Technical Specifications – Annex "A"</i>	390,400.00	390,400.00
TOTAL Amount (in Php)					390,400.00

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


- f. Delivery Site : **Port of San Juan, Subukin San Juan, Batangas**
- g. Delivery Period : Within **THIRTY (30)** 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 conformed **Technical Specifications (Annex "A")**, duly accomplished **Price Quotation Form (Annex "B")**, and **Omnibus Sworn Statement (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid 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 12 April 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 BAC Secretariat Head at Telephone No. **(043) 723-7214**.


JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

TECHNICAL SPECIFICATIONS

Supply, Delivery and Installation of Power Transformer at Port of San Juan, Subukin San Juan, Batangas

1. GENERAL SCOPE OF WORK OF SUPPLY

- 1.1. Supply and delivery to the site, install, testing and commission of one (1) unit Power Transformer 7620/13.2kV voltage system, 50kVA Power and Single Phase, and provide maintenance services free charge during twelve (12) months warranty period.
- 1.2. The transformer set shall be supplied complete with all fittings and attachments necessary for energizing the transformer including circuit protection. The Transformer set shall be installed in place of the defective unit.
- 1.3. Supply and Delivery of the 50kVA Power Transformer at the PPA Administration Building, Port Access Road, Calicanto, Batangas City for inspection of PPA Technical Inspection Committee (PPA-TIC) and Commission of Audit (COA)
- 1.4. Delivery and Installation of the 50kVA Power Transformer including its accessories for mounting at Port of San Juan, Subukin San Juan, Batangas.

2. TECHNICAL REQUIREMENTS

Brand new unit which complies with the following minimum requirements:

Description		Requirements
Rated Voltage	HV	7620/13.2kV
	LV	220V - 240V
Frequency		60 Hertz
Number of Phases		Single Phase
Power Ratings		50kVA
Type		Dielectric Fluid immersed
Standard		IEC 60076
Cooling		Self-cooled (ONAN)
Voltage Variation		Off-load tap changer with 5 positions in the HV winding giving $\pm 2 \times 2.5\%$
Windings		Copper Only
Core		Grain orientated silicon steel, step-lap mitered joints
HV and LV Bushing		Outdoor type
Vector Group		Dyn11

3. TANK FABRICATIONS

The transformer tank shall be of rigid construction, shall not leak and shall be designed so that the completed transformer can be lifted and transported without permanent deformation of oil leakage.

The tank shall be fabricated of mild steel or stainless steel. If stainless steel is used it shall not discolor or corrode: minimum grade 304 L is required.

4. TANK FITTING AND ATTACHMENT

- Tap Changer (off-circuit with pad lockable switch)
- HV bushing assembly
- LV bushing assembly
- Oil filling and drain valves
- Main earthing terminal
- Lifting eyes pulling eyes and jacking pads
- Stainless steel engraved rating and connection plate in English language
- Terminal marking

5. TESTS

The test listed hereinafter shall be carried out in accordance with provisions in the referenced standards in the specification.

The following measurements and tests shall be carried out:

- Measurement of winding resistance
- Measurement of voltage ratio and check polarity and vector group
- Measurement of impedance voltages
- Measurement of load losses
- Measurement of no-load losses and no-load current, including measurement of harmonics
- Separate source voltage-withstand tests on HV and LV windings
- Bushing routine tests
- Oil leakage test
- Relief Device Tests
- Galvanized test

6. WARRANTY

The 50kVA Power Transformer shall be covered by at least one (1) year warranty period to be reckoned from the date of acceptance by PPA-PMO. Any parts found to be defective, or any deficiency incurred within the specified warranty period shall be repaired or replaced by the winning bidder free of charge and without any cost to PPA-PMOB.

The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of the total contract price of a special bank guarantee of the same amount. The said amounts shall only be released after the lapse of the warranty period. Provided however, that the 50kVA Power Transformer delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

7. TERMS AND CONDITIONS

- 7.1. The winning bidder shall be liable for any damage and defects on the equipment that may be caused by the system as the result of their installation, testing and commissioning.
- 7.2. Supply of skilled labor, tools, materials and test equipment necessary for the installation, testing and commissioning of the new 50kVA Power Transformer.

8. OBLIGATIONS AND RESPONSIBILITIES OF THE WINNING BIDDER

- 8.1. The winning bidder agrees and binds itself to hold PPA free and harmless from any damage, claims, liabilities or legal actions which may be brought by any third party by reason of the Contract or Purchase Order of the project.
- 8.2. The winning bidder shall strictly comply with all the existing PPA rules, regulations, policies, and guidelines.
- 8.3. The parties, likewise, agree that the employees of the winning bidder are not employees of the PPA-PMOB where the PPA-PMOB shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the service provider whether or not occurring during the performance of their duties. The service provider agrees and binds itself to indemnify the PPA-PMOB for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the service provider arising out of or in connection with or on the occasion of the performance of this agreement. The winning bidder shall at all existing laws, rules and regulations and binds itself to save and hold PPA-PMOB free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this Technical Specifications and its implementation.
- 8.4. To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Performance Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Five percent (5%)
Bank guarantee	Five percent (5%)
Surety Bond	Thirty percent (30%)

9. RIGHTS OF PHILIPPINE PORTS AUTHORITY

- 9.1. Grant the winning bidder the sole and exclusive contract for the subject project.

10. DELIVERY

- 10.1. The winning bidder shall Supply, Delivery, and Install the transformer at the Port of San Juan, Subukin San Juan, Batangas within 30 days from the receipt of Notice to Proceed. The transformer must be 100% functional and in good condition when commissioned.

11. PARAMETERS OF PAYMENT

- 11.1. For an in consideration of the full, satisfactory and faithful performance by the winning bidder of its undertaking defined and provided under this Technical Specifications and contract documents, and upon acceptance of PPA through its authorized personnel, PPA agrees to pay the full amount prescribed by the contract signed, inclusive of the 12% VAT, subject however to existing accounting and auditing rules and regulations.

12. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURES

- 12.1. The procurement of the project shall be made through Alternative Mode of Procurement, particularly Small Value Procurement in accordance with Sec. 53.9 of the 2016 Revised IRR of RA 9184.

Prepared by:



MARGARITA EMELYN B VILLAMOR

End-User / Division Manager A, Administrative Division

Conforme:

(Signature Over Printed Name of
Authorized Signatory/Representative)

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: **Supply, Delivery and Installation of Power Transformer at Port of San Juan, Subukin San Juan, Batangas** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Quoted Amount
1	1	set	Power Transformer (Oil Immersed) <i>Per Technical Specifications – Annex "A"</i>		
TOTAL Amount (in Php)					

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

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]

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 _____