



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake **procurement of various janitorial supplies for use of PMO Batangas and TMOs** 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 of Various Janitorial Supplies for use of PMO Batangas and TMOs**
- b. Reference No. : **BAC-BGS-012A-2024**
- c. Approved Budget for the Contract (ABC) : **Php 237,783.00**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	240	btl	Alcohol (70% isoprophyl, 500ml)	122.00	29,280.00
2	100	pc	Bathroom Deodizer (50g)	68.00	6,800.00
3	100	btl	Bleaching Liquid (500ml)	46.00	4,600.00
4	100	pc	Detergent Bar (380g)	30.00	3,000.00
5	35	btl	Disinfectant Spray (227ml)	619.00	21,665.00
6	150	btl	Diswashing Liquid (475ml), bottle	149.00	22,350.00
7	10	pack	Diswashing Liquid Concentrate Refill (550ml)	219.00	2,190.00
8	70	pcs	Doormat (Rectangle)	45.00	3,150.00
9	6	pack	Garbage Bag Size: 9+9x18, Small (100 pcs/pack)	140.00	840.00
10	10	pack	Garbage Bag Size: 11+11x24, Medium (100 pcs/pack)	238.00	2,380.00
11	10	pack	Garbage Bag Size: 13+13x32, Large (100 pcs/pack)	380.00	3,800.00
12	10	pack	Garbage Bag Size: 15+15x37, XL (100 pcs/pack)	533.00	5,330.00
13	6	pack	Garbage Bag Size: 18 1/2 + 18 1/2x 40, XXL (100 pcs/pack)	817.00	4,902.00
14	60	pcs	Hand Soap (130g)	68.00	4,080.00
15	30	btl	Insecticides (300ml) Water-based Aerosol	378.00	11,340.00

16	25	btl	Liquid Declogger (500ml)	162.00	4,050.00
17	150	btl	Liquid Hand Soap (450ml)	200.00	30,000.00
18	5	btl	Liquid Wax (1gal)	756.00	3,780.00
19	5	pcs	Mophandle (Aluminum)	292.00	1,460.00
20	25	pcs	Mophead, All Cotton, Heavy Duty (#600G)	275.00	6,875.00
21	120	pack	Multi Purpose Cleaning Powder (800g)	155.00	18,600.00
22	50	btl	Muriatic Acid (500ml)	108.00	5,400.00
23	2	pcs	White Floor Polishing Pad 16"	488.00	976.00
24	5	pcs	Push Brush	251.00	1,255.00
25	200	pcs	Heavy Duty Scrubbing Pad Mini (75mm x 75mm x 8mm)	20.00	4,000.00
26	25	pcs	Heavy Duty Scrubbing Pad (100mm x 150mm x 8mm)	58.00	1,450.00
27	200	pcs	Heavy Duty Scrub Sponge Mini (75mm x 75mm x 30mm)	42.00	8,400.00
28	2	pcs	Stripping Pad 16" (Black)	290.00	580.00
29	120	roll	Tissue Paper (jumbo, 2 ply)	138.00	16,560.00
30	5	gal	Toilet Bowl Cleaner(gal)	260.00	1,300.00
31	10	pcs	Walis Tambo	251.00	2,510.00
32	5	gal	Wax Stripper (gal)	392.00	1,960.00
33	10	pcs	Dust Pan (plastic) Base Front Width: 29cm, Back Width: 23cm, Handle Length: 60 cm (approx.)	92.00	920.00
34	5	btl	Mega Tiles (1gal)	400.00	2,000.00
TOTAL Amount (in Php)					237,783.00

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) 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 02 May 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

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 of Various Janitorial Supplies for use of PMO Batangas and TMOs** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	240	btl	Alcohol (70% isoprophyl, 500ml)		
2	100	pc	Bathroom Deodizer (50g)		
3	100	btl	Bleaching Liquid (500ml)		
4	100	pc	Detergent Bar (380g)		
5	35	btl	Disinfectant Spray (227ml)		
6	150	btl	Diswashing Liquid (475ml), bottle		
7	10	pack	Diswashing Liquid Concentrate Refill (550ml)		
8	70	pcs	Doormat (Rectangle)		
9	6	pack	Garbage Bag Size: 9+9x18, Small (100 pcs/pack)		
10	10	pack	Garbage Bag Size: 11+11x24, Medium (100 pcs/pack)		
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13	6	pack	Garbage Bag Size: 18 1/2 + 18 1/2x 40, XXL (100 pcs/pack)		
14	60	pcs	Hand Soap (130g)		
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20	25	pcs	Mophead, All Cotton, Heavy Duty (#600G)		
21	120	pack	Multi Purpose Cleaning Powder (800g)		
22	50	btl	Muriatic Acid (500ml)		
23	2	pcs	White Floor Polishing Pad 16"		
24	5	pcs	Push Brush		
25	200	pcs	Heavy Duty Scrubbing Pad Mini (75mm x 75mm x 8mm)		
26	25	pcs	Heavy Duty Scrubbing Pad (100mm x 150mm x 8mm)		
27	200	pcs	Heavy Duty Scrub Sponge Mini (75mm x 75mm x 30mm)		
28	2	pcs	Stripping Pad 16" (Black)		
29	120	roll	Tissue Paper (jumbo, 2 ply)		
30	5	gal	Toilet Bowl Cleaner(gal)		
31	10	pcs	Walis Tambo		
32	5	gal	Wax Stripper (gal)		
33	10	pcs	Dust Pan (plastic) Base Front Width: 29cm, Back Width: 23cm, Handle Length: 60 cm (approx.)		
34	5	btl	Mega Tiles (1gal)		
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 _____