



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 **Semi-Expendable Furniture and Fixtures 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 : **Procurement of Semi-Expendable Furniture and Fixtures for use of PMO Batangas and TMOs**
- b. Reference No. : **BAC-BGS-011B-2023**
- c. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- d. Item Description :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	6	unit	File Cabinet with Safety Vault - 4 Layers - Wrinkle Green enamel coated finish - Dimensions: H-132cm x W-45cm x D-73cm - Fully insulated fireproof compartment on the uppermost layer - With outer door installed with lock and duplicate keys and inner door with dial combination. - Lower portion with 3 ordinary legal size file drawer - Installed with cylinder lock with duplicate keys controlling each drawers - Handle with label holder - Adjustable divider and ball bearing suspension	28,000.00	168,000.00
2	11	unit	Junior Executive Table - 3 drawer with 1 center drawer - melamine laminate with wood design finished - centralizes locking system of side drawers - dimensions: 120 (w) x 60 (d) x 75 (h) cm	8,100.00	89,100.00
3	1	unit	Executive Table - with Top glass - laminated woodgrain finish top, legs, front panel and side cabinet - with PVC edging - Dim: W160m x D80m x H76m	16,000.00	16,000.00
4	4	unit	Steel Bookshelves with glass sliding door - Dim: W900 x D400 x H1850 mm - With lock - Four (4) adjustable layers - Gauge: 22 - Color: Beige	10,300.00	41,200.00
See Technical Specifications					
TOTAL AMOUNT (in Php)					314,300.00

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

- e. Delivery Period : Within **TWENTY (20)** calendar days upon receipt of a written Notice or Purchase Order (P.O.), whichever is applicable. Administrative penalties pursuant to **Sec. 69 of the 2016 Revised IRR of R.A. 9184** shall be imposed for non-delivery without reason.
- f. Approved Budget : **Php 314,300.00**
for the Contract (ABC)
- g. Source of Fund : **PPA Corporate Funds**


- 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 05 October 2023** 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.

- 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
- 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.
- 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.
- The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
- 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.
- 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.
- The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
- 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 Semi-Expendable Furniture and Fixtures for use of PMO Batangas and TMOs** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	6	unit	File Cabinet with Safety Vault - 4 Layers - Wrinkle Green enamel coated finish - Dimensions: H-132cm x W-45cm x D-73cm - Fully insulated fireproof compartment on the uppermost layer - With outer door installed with lock and duplicate keys and inner door with dial combination. - Lower portion with 3 ordinary legal size file drawer - Installed with cylinder lock with duplicate keys controlling each drawers - Handle with label holder - Adjustable divider and ball bearing suspension		
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Per Technical Specifications					
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 _____