



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 **semi-expandable office equipment, furniture, fixtures and books** 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 Time Stamping Machines, Nautical Charts and Executive Chairs**
- b. Reference No. : **BAC-BGS-007A-2022 & BAC-BGS-006E-2022**
- c. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- d. Delivery Period : **TWENTY (20) days upon receipt of Approved Purchase Order**
- e. Approved Budget for the Contract (ABC) : **PHP 305,250.00**
- f. Item Description/ Specification : **Please see attached Technical Specifications for Time/Date Stamping Machine (Item No. 1) and Executive Chair (Item No. 4)**

Item No.	Qty.	Unit	Item Description	Unit Cost	Total Amount
1	3	pc	Time/Date Stamping Machine	25,700.00	77,100.00
2	1	pc	British Admiralty Nautical Chart - 4490	3,000.00	3,000.00
3	1	pc	NAMRIA Nautical Charts - 4257	400.00	400.00
4	28	unt	Executive Chair	7,900.00	221,200.00
5	1	pc	NAMRIA Nautical Charts - 1564	1,000.00	1,000.00
6	1	pc	NAMRIA Nautical Charts - 4256	550.00	550.00
7	1	pc	NAMRIA Nautical Charts - 4256A	2,000.00	2,000.00
Total Amount (in Php)					305,250.00

- g. Source of Fund : **PPA Corporate Funds**

The duly accomplished **Price Quotation Form (Annex "A")**, and **Omnibus Sworn Statement Form (Annex "B")**, together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's/Business permit; and b) Valid PhilGEPS 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 11 October 2022** at the **Engineering Services Division Office, 5/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. 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
4. 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.
5. 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.
6. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.
7. 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.
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 **Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.


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

Dear **Mr. Panganiban**,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the procurement of the project, entitled: **Procurement of Time Stamping Machines, Nautical Charts and Executive Chairs**, we hereby submit our quotation corresponding to your requirements.

Item No.	Qty.	Unit	Item Description	Unit Cost	Total Amount
1	3	pc	Time/Date Stamping Machine		
2	1	pc	British Admiralty Nautical Chart - 4490		
3	1	pc	NAMRIA Nautical Charts - 4257		
4	28	unt	Executive Chair		
5	1	pc	NAMRIA Nautical Charts - 1564		
6	1	pc	NAMRIA Nautical Charts - 4256		
7	1	pc	NAMRIA Nautical Charts – 4256A		
Total Amount (In Php)					

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative

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 _____
[Name of the Project] of the _____
[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 _____
[Name of the Procuring Entity] as shown in the attached _____
[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]

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 _____

Technical Specifications

1. Executive Chair

- Leather with gas lift and arm rest
- 150kg maximum capacity
- 350 chrome steel starbase
- Tilt Lock Mechanism Type
- Pneumatic height adjustment
- 360 degrees swivel function

2. Time/Date Stamping Machine

- Large illuminated windows & alarm setting
- With back up battery to store all date and settings
- 13 pre-programmed comments including RCVD, SENT, PAID, IN OUT
- 15 date printing formats
- 7 language option for print
- Manual/Automatic print setting
- Numbering function and password protection
- Dot Matrix printing method
- Monthly time accuracy of ± 15 seconds
- Customizable printing of up to separate lines and 31 characters per line