



## 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 for the **replacement of defective parts of photocopying machine at Administrative Division, Finance Division and Baseport** in accordance with Section 50, Direct Contracting, 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 : **Replacement of Defective Parts of Photocopying Machines**
- b. Reference No. : **BAC-BGS-029H-2023**
- c. Approved Budget for the Contract (ABC) : **Php 38,661.36**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ Specification :

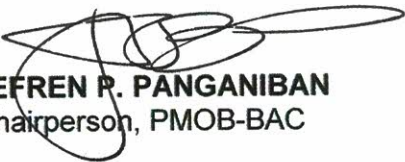
Item No.	Qty.	Unit	Item Description	Unit Cost	Total Amount (in Php)
1	3	pc	Developer Black	4,850.00	14,550.00
2	3	pc	OPC Drum	7,253.12	21,759.36
3	3	pc	Cleaning Blade	784.00	2,352.00
<b>TOTAL AMOUNT (in Php)</b>					<b>38,661.36</b>

- f. Delivery Site : **PPA Administration Bldg., Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : **Within SEVEN (7) days upon receipt of Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.**
2. The bidder who is an exclusive/official distributor for the above-mentioned procurement is invited to submit proposal together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's/Business permit; b) Valid PhilGEPS Registration/ Registration Number; and c) Proof/Certificate of Exclusive/Official Distributorship in a sealed envelope by mail, courier or hand carried to the PMOB-BAC within **THREE (3) days** upon receipt of this RFQ 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

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 **Genesis Arn A. Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.



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