



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 **Supply and Delivery of Office Equipment 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 and Delivery of Office Equipment for use of PMO Batangas and TMOs**
- b. Reference No. : **BAC-BGS-053A-2023**
- c. Approved Budget : **Php 973,000.00**
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	4	unit	Digital Copier with standard 1 tray and 1 bypass tray	111,000.00	444,000.00
2	1	unit	Digital Colored Copier with ARDF	360,000.00	360,000.00
3	1	unit	Digital Copier with 2 trays and 2 bypass tray	169,000.00	169,000.00
<i>See Technical Specifications – Annex “A”</i>					
TOTAL AMOUNT (in Php)					973,000.00

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

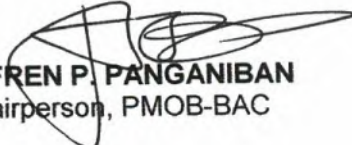
- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : Within **FIFTEEN (15)** days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.
2. The duly conformed **Technical Specifications (Annex “A”)** and 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; b) Valid PhilGEPS Registration / Registration Number and c) Latest Income and Business Tax Return, 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 28 November 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.

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


JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

TECHNICAL SPECIFICATIONS

1. INTRODUCTION

The Philippine Ports Authority – Port Management Office of Batangas (PPA-PMOB), intends to improve/enhance its office through the procurement of photocopying machines to be distributed to various RCs that are capable of reproducing copies of documents within a specified time and an efficient speed.

2. PRODUCT SPECIFICATIONS

Item No.	Quantity	Unit	Item Description/Specification
1	1	Unit	<p>Digital Colored Copier with ARDF</p> <ul style="list-style-type: none"> - Standard 2 trays and 1 Bypass Tray - Multi-function digital copier/printer/scanner - With Automatic Duplex Copy, Electronic Sorting, Mobile Printing, Scan-to-email, Network/LAN Ready, Security Features - Multiple Copying: Up to 999 copies - Resolution: 600 dpi - Scanning Speed: ARDF 80 ipm (200/300 dpi) - Scanning Speed: SPDF 120 ipm (simplex)/240 ipm (duplex) - Paper size: Standard Paper Tray: SA3, A3, A4, A5, A6, B4, B5, B6, Envelopes - Bypass Tray: SA3, A3, A4, A5, A6, B4, B5, B6, Envelopes, Customs Size Paper - Lifetime Free Service
2	1	Unit	<p>Digital Copier</p> <ul style="list-style-type: none"> - With 2 trays and 2 bypass tray - Multi-function Digital Copier/Printer/Scanner - With Automatic Duplex Copy, Electronic Sorting and Network/LAN Ready - Multiple Copying: Up to 999 copies - Resolution: 600 dpi - Scanning Speed: Mono 18 ipm, Color: 6 ipm - Paper size: A3, A4, A5, A6, B4, B5, B6 - Input Tray Options: 1 x 500 sheets, Paper size: A5-B4 - Input Tray Options: 2 x 500 sheets, Paper size: A5-B4 - Lifetime Free Service
3	4	Unit	<p>Digital Copier</p> <ul style="list-style-type: none"> - With standard 1 tray and 1 bypass tray - Multi-function Digital Copier/Printer/Scanner - Multiple Copying: Up to 99 copies - Resolution: 600 dpi - Scanning Speed: <ul style="list-style-type: none"> Colour: Maximum 6 Originals per minute B/W: Maximum 15 originals per minute - Paper size: Standard Paper Tray: A3, A4, A5; Bypass Tray: A3, A4, A5, A6 - Lifetime Free Service <p>Note: including the following items which shall be free of charge or without additional cost to PPA.</p>

			<ul style="list-style-type: none"> • Digital Colored Copier with ARDF Consumables: 1 Cartridge Toner Black 1 Cartridge Toner Magenta 1 Cartridge Toner Yellow 1 Cartridge Toner Cyan 1 Unit Steel Cabinet • Digital Copier with 2 trays and 2 bypass tray Consumables: 1 Cartridge Toner 1 Bag Developer 1 Unit Steel Cabinet • Digital Copier with 1 tray and 1 bypass tray Consumables: 1 Cartridge Toner 1 Bag Developer 1 Unit Steel Cabinet <p>Warranty:</p> <ul style="list-style-type: none"> • 12 months or 30,000 copies whichever comes first • Lifetime Preventive Maintenance <p>(Supplier must have Red Ribbon Certificate of Exclusive Distributor of Brand offered)</p> <p>All items shall be Brand New</p>
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3. APPROVED BUDGET FOR THE CONTRACT (ABC)

3.1. The Approved Budget for the Contract is **NINE HUNDRED SEVENTY THREE THOUSAND PESOS (973,000.00)** inclusive of VAT.

3.2. Funding shall be chargeable against the Corporate Operating Budget (Capital Outlay – Office Equipment).

4. TESTING AND INSPECTION

4.1. Items / Units shall be brought to PPA Administration Building for testing and inspection by PPA Representative before acceptance.

5. DELIVERY AND INSTALLATION

5.1. Items shall be delivered to the following locations within fifteen (15) calendar days upon receipt of the winning bidder of the Notice to Proceed.

Item No.	Description	Qty.	Unit	Locations of Delivery Site
1	Digital Colored Copier with ARDF	1	unit	PPA Admin Building

2	Digital Copier with 2 trays and 2 bypass	1	unit	PPA Admin Building
3	Digital Copier with 1 tray and 1 bypass tray	1	unit	PPA Admin Building
4	Digital Copier with 1 tray and 1 bypass tray	1	unit	TMO Bauan
5	Digital Copier with 1 tray and 1 bypass tray	1	unit	TMO Tablas
6	Digital Copier with 1 tray and 1 bypass tray	1	unit	TMO Romblon

6. WARRANTY

- 6.1. All the items shall be covered by warranty for the period provided under Product Specifications of this Technical Specifications. The warranty period shall commence upon acceptance of the items by the procuring entity.
- 6.2. In case of replacement unit for the defective item, the warranty thereof shall commence upon acceptance of the replacement unit and for a period provided under Product Specification hereof.

7. TERMS AND CONDITIONS

Obligations and Responsibilities of the Suppliers

- 7.1. Guarantee and warrant the availability, quality, and genuineness of all supplied and delivered items.
- 7.2. In order to assure that manufacturing defects shall be corrected by the winning supplier, Warranty Security shall be provided by the winning supplier for a minimum period as indicated in Section VII, Technical Specifications, hereof.
- 7.3. Ensure the warranty shall be covered by either Retention Money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed under the Contract/Purchase Order have been fully met.
- 7.4. To guarantee the faithful performance of the winning supplier of its obligations under the Contract/Purchase Order, it shall post a Performance Security in any of the following forms:

Form of Performance Security	Amount of Performance Security (% 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%)

- 7.5. The winning supplier 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.
- 7.6. The winning supplier shall strictly comply with all the existing PPA rules, regulations, policies and guidelines.

8. RIGHTS OF PHILIPPINE PORTS AUTHORITY

- 8.1. Grant the winning supplier the sole and exclusive contract for the supply and delivery of Digital Copiers specified in the Technical Specification.
- 8.2. PPA may cause the cancellation or termination of the Contract or Purchase Order in case of violation of any of the terms and conditions provided in this Technical Specification and other Bidding Documents.

9. LIQUIDATED DAMAGES


The amount of liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract/purchase order, PPA shall rescind the contract/purchase order, without prejudice to other courses of action and remedies open to it.

10. PARAMETERS OF PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the winning supplier 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/purchase order signed, inclusive of the 12% VAT, subject however to existing accounting and auditing rules and regulations.

Prepared by:


MARGARITA EMELYN B VILLAMOR
Administrative Division Manager / End-User


JOSELITO O SINO CRUZ PhD
Port Manager

Conforme:

Authorized Signatory

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 and Delivery of Office Equipment for use of PMO Batangas and TMOs** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Cost
1	4	unit	Digital Copier with standard 1 tray and 1 bypass tray		
2	1	unit	Digital Colored Copier with ARDF		
3	1	unit	Digital Copier with 2 trays and 2 bypass tray		
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 _____