



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 uniform polo shirts and T-shirts for PMO Batangas Special Takeover Units (STU) Calatagan Port Services (CPS) and Nasugbu Port Services (NPS)** 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 Uniform Polo Shirts and T-shirts for PMO Batangas Special Takeover Units (STU) Calatagan Port Services (CPS) and Nasugbu Port Services (NPS)**
- b. Reference No. : **BAC-BGS-001A-STU-2023**
- c. Approved Budget for the Contract (ABC) : **Php 70,600.00**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Approved Budget for the Contract (ABC)
1	1	lot	Uniform Polo Shirts and T-Shirts Specifications: Fully Sublimation Polo Shirts and T-Shirts Assorted Sizes (4XL, 3XL, 2XL, XL, Large, Medium, Small) 39 pcs 4 sets Polo Shirts and T-Shirts for STU Calatagan and Nasugbu Port Services - 16 pcs 4 sets Polo Shirts - 23 pcs 4 sets T-Shirts <i>(See Technical Specifications/Design)</i>	70,600.00

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/signed **Technical Specifications (Annex "A")**, 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; and b) 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 27 December 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



Conforme: _____

A



Conforme:

A



Conforme:

A



Conforme:

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R:255 G:150 B:0

R:136 G:136 B:136

R:255 G:150 B:0

Conforme:

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Conforme:

A



Conforme:

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Conforme:

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 Uniform Polo Shirts and T-shirts for PMO Batangas Special Takeover Units (STU) Calatagan Port Services (CPS) and Nasugbu Port Services (NPS)** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Total Price Quote
1	1	lot	<p>Uniform Polo Shirts and T-Shirts Specifications: Fully Sublimation Polo Shirts and T-Shirts Assorted Sizes (4XL, 3XL, 2XL, XL, Large, Medium, Small)</p> <p>39 pcs 4 sets Polo Shirts and T-Shirts for STU Calatagan and Nasugbu Port Services</p> <ul style="list-style-type: none"> - 16 pcs 4 sets Polo Shirts - 23 pcs 4 sets T-Shirts <p><i>(Per Technical Specifications/Design)</i></p>	

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

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