



REQUEST FOR QUOTATION

(SMALL VALUE PROCUREMENT)

1. The Philippine Ports Authority – Port Management Officer of Palawan through its PMO Palawan Bids and Awards Committee (PMO-PALAWAN-BAC) will undertake Procurement on the Lease of Venue with meals and accommodation on the conduct of Workplace Team Building and Wellness Program of PMO Palawan for CY 2025 scheduled on the following : Batch 1 – June 20-22, 2025 and Batch 2 - July 18-20, 2025 in accordance with Section 53.9 Small Value Procurement of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

2. Approved Budget of the Contract : Php 288,000.00.

3. Unless otherwise the Supplier has a registry file at PPA, all quotations must be accompanied with the following documents :

1. Valid Mayor's/ Business Permit
2. PhilGEPS Registration Certificate or Registration Number
3. DTI/SEC Registration
4. Certificate of Registration from BIR

Omnibus Sworn Statement (attached pro-forma) must be submitted together with the Request for Quotation.

4. All quotations may be submitted by mail, courier or hand carried on or before June 2, 2025 at the Admin. Division Office, 2/F, PPA Administration Building, Port Area, Puerto Princesa City from 8:00AM to 5:00 PM;
5. All quotations shall be inclusive of the applicable Value Added Tax (VAT) for VAT registered suppliers and shall be valid for a period of thirty (30) calendar days from the deadline of submissions of quotations;
6. Any interlineations, erasures or overwriting shall be valid if they are signed or initialled by the signatory or his/her duly authorized representative/s.;
7. The Purchase Order (PO) shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users;
8. Delivery period shall be in accordance with the number of days specified in the Purchase Order;
9. 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 reached ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.

10. For further information, you may contact Ms. Mariza O. Nallana, BAC-PGS Head, Secretariat at Telefax (048) 434-4881 or Ms. Meriel S. Dolor, Procurement Officer B at Telephone No. (048)433-0356.



MR. ERWIN S. GATPANDAN

Chairperson

Bids and Awards Committee for the Procurement of Goods & Consultancy
Services and Engineering Projects (PMO-PALAWAN BAC)

PPA, PMO- Palawan

PRICE QUOTATION FORM

Date : _____

MR. ERWIN S. GATPANDAN
Chairperson
Bids and Awards Committee for the Procurement of Goods & Consultancy
Services and Engineering Projects (PMO-PALAWAN BAC)
PPA, PMO- Palawan
Port Area, Puerto Princesa City

Dear Mr. Gatpandan,

After having carefully read and accepted the attached terms and conditions in the Request for Quotation (RFQ) , we hereby submit our proposal corresponding to your requirements.

Qty	Unit	ITEMS & SPECIFICATIONS	TOTAL
1	lot	Procurement on the Lease of Venue with meals and accommodation on the conduct of Workplace Team Building and Wellness Program of PMO Palawan for CY 2025 scheduled on the following : Batch 1 – June 20-22, 2025 (40pax) and Batch 2 - July 18-20, 2025 (40pax)	

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Position/Signature of Representative

Name of Company

Company Address

Contact Number / Email Address

TERMS OF REFERENCE

**Procurement on the Lease of Venue with meals and accommodation
on the conduct of Workplace Team Building and Wellness Program
of PMO Palawan for CY 2025**

I. BACKGROUND

Pursuant to the following PPA issued guidelines, this Office will conduct its Workplace Team Building and Wellness Program for CY 2025:

1. PPA Memorandum Circular No. 005-2024 dated April 11, 2024 re :
Guidelines on the Conduct of Workplace Team Building and Wellness Program for CY 2024 and
2. PPA Memorandum Circular No. 001-2024 dated January 2, 2024 re :
PPA Mental Health Program.

The said activity plays a vital role in fostering a healthy working environment that is important for the well-being of employees and to the success of the organization. This is also to improve workplace harmony and organizational productivity, and in order to encourage a healthy work-life balance among employees.

II. REQUIREMENT AND SCOPE OF SERVICES

1. The supplier shall provide the following during the conduct of Workplace Team Building and Wellness Program :

1.1 Availability : Venue must be available on the following dates :

Batch 1 – June 20-22, 2025

Batch 2 - July 18-20, 2025

1.2 Team Building Package :

- a. Use of venue for 8 hours with basic meeting requirements;
- b. Free Wi-Fi access for the whole duration of the program;
- c. Free use of hotel amenities;
- e. Provision of parking space ;

1.3 Meals

1. Assisted buffet set-up dinner and breakfast;
2. Plated snacks

1.4 Room accommodations

1. Air-conditioned rooms
2. With private toilet and bath for each room
3. Wi-fi access per room

1.5 Emergency/back-up Power Generator : The venue must have the following in case of emergencies :

- a. Standby/ back-up electrical system in case of a power failure during the activity; and

b. Necessary medical first-aid and disaster response equipment/facility.

2. The minimum guaranteed number of participants per batch is 40 pax. Final list of participants will be sent five (5) days before the scheduled event/activity.

III. APPROVED BUDGET FOR THE CONTRACT :

The total estimated Approved Budget for the Contract for this procurement is Two Hundred Eighty Eight Thousand Pesos (Php288,000.00), inclusive of 12% VAT and all other applicable government taxes and charges.

IV. TERMS AND CONDITIONS

- a. All quotations to be submitted must be duly signed by an authorized representative.
- b. Unless otherwise the Supplier has a registry file at PPA, all quotations must be accompanied with the following documents:
- a. Valid Mayor's Permit
 - b. PhilGEPS Registration Certificate
 - c. DTI/SEC Registration Certificate
 - d. BIR Registration Certificate
- c. Quotations/proposals must be valid for a period of thirty (30) days from the date of submission.

V. PAYMENT

- a. Full payment of the contract shall be paid within thirty (30) days via send bill arrangement;
- b. Any or all payment/s to be made shall be subject to existing accounting and auditing rules and regulations.

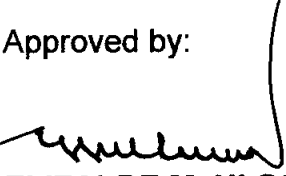
Prepared and submitted by:


NORA ANGELA B. ANTENOR
OIC- Administrative Division

Recommending Approval :


ERWIN S. GATPANDAN
BAC Chairperson

Approved by:


ELIZALDE M. ULSON
Port Manager

OMNIBUS SWORN STATEMENT

I, _____, of legal age, _____, _____
(Name of Affiant) (Civil Status) (Nationality)

and residing at _____ after having been duly sworn in accordance with law, hereby depose and say :

(If a sole partnership) :

1. That I am _____ of the _____
(Designation) (Name of applicant firm/contractor)
 with office address at _____.

(If a partnership, corporation, cooperative or joint venture):

1. I am the duly authorized and designated representative of _____
 _____ with office address at _____
 _____.

(If a sole proprietorship) :

2. As the owner and sole proprietor of _____,
(Name of Bidder)
 have full power and authority to do, execute and perform any and all acts necessary to represent in the bidding for _____
(name of the Project)
 _____ of the Philippine Ports Authority, PMO-
 Palawan.

(If a partnership, corporation, cooperative or joint venture):

2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the _____ in the bidding as shown in the attached _____
(state title of attached documents showing proof of authorization (e.g.duly authorized Secretary's Certificate issued by the corporation or by the members of the joint venture):
3. _____ (Name of Bidder) is not "Blacklisted" or barred from bidding by the 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 Body.
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. _____ (Name of Bidder) is authorizing the Head of the Procuring Entity or its duly authorized representative (s) to verify all the documents submitted;

(If a sole proprietorship)

6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group (TWG) and the BAC Secretariat, or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree;

(If a partnership, corporation, cooperative or joint venture) :

6. None of the Officers, directors, and controlling stockholders of _____ (Name of Bidder) is related to the Head of the Procuring Entity, members of the Bids and Committee (BAC), the BAC Secretariat, the Technical working Group (TWG) or the end-user 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 the 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 project).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2025 _____ at Puerto Princesa City, Philippines.

(Affiant/Bidder's Representative/Authorized Signatory
SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____.

NOTARY PUBLIC
Until

Doc. No. _____
Page No. _____
Book No. _____
Series of _____