

Philippine Ports Authority Project Reference Number : 002-2017 (Small Value Procurement)

PMO – Negros Occidental Name of the Project : Provision of Three (3) Janitorial Services

 for CY 2015-2016

 Location of the Project : Banago Port, Brgy. Banago, Bacolod City

Standard Form Number: SF-GOOD-05

Revised on: July 28, 2004

**REQUEST FOR QUOTATION**

The Philippine Ports Authority (PPA), PMO-Negros Occidental, through its Bids and Awards Committee for the Procurement of Goods (BAC-PG), invites service providers to submit request for quotation for:

Name of Project : **Provision of Three (3) Janitorial Services for the period**

 **June 01, 2017 – May 31, 2018**

Description : **Janitorial and allied services in the areas occupied by the**

 **Port Management Office of Negros Occidental and TMO-Bacolod**

Approved Budget of the Contract : **Four Hundred Sixty Eight Thousand Eight Hundred**

 **Seventy Eight Pesos & 46/100 (P468,878.46)**

Location : **Banago Port, Brgy. Banago, Bacolod City**

Project Completion/Duration : **June 01, 2017 – May 31, 2018**

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| **Activities** | **Schedule** | **Venue** |
| 1. Advertisement
 | April 18, 2017 – April 25, 2017 | Banago Port, Bo. Banago, Bacolod City |
| 1. Issuance of RFQ
 | April 18, 2017 – April 25, 2017 | Banago Port, Bo. Banago, Bacolod City |
| 1. Deadline for Submission of RFQ
 | April 26, 2017, 12:00 Noon | Banago Port, Bo.Banago, Bacolod City |
| 1. Opening of RFQ
 | April 26, 2017, 2:00PM | BanagoPort, Bo. Banago, Bacolod City |

For purposes of determining the eligibility of bidders using the criteria stated in Section 23.5 of RA 9184 & Revised IRR, the following ***certified true copy*** of documents are required by the BAC-PG:

1. Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration;
2. Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Latest Tax Clearance Certificate;
4. Statement of all its ongoing (supported with Notice of Award or Job Order) and completed government and private contracts (supported with Certificate of Acceptance and if any Performance Appraisal Report), including contracts awarded but not yet started (supported with Notice of Award or Job Order).
5. Certificate of PhilGEPS Registration

 For inquiry, please call telephone no. 441-1402/441-3124 (c/o Celerino M. Laudenorio, Jr./Mona Liza G. Villaran of Administrative Division).

 The PPA, PMO-Negros Occidental assumes no responsibility whatsoever to compensate or indemnify prospective service providers for any expenses incurred in the preparation of the bid.

 The PPA, PMO-Negros Occidental reserves the right to accept or reject any RFQ, to annul the procurement process, and to reject all RFQs at anytime prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

 Approved :

 (Signed)

 **ARLYN A. CARAIG**

 Chairperson, BAC – Procurement of Goods

Attachments:

1. Request for Price Quotation with Reference No. \_\_\_\_\_
2. Terms of Reference
3. Statement of all its ongoing and completed government and private contracts
4. Financial Offer/Bid Price
5. Summary of Financial Offer/Bid Price