



INVITATION FOR SUBMISSION OF QUOTATION (SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, PMO-Negros Occidental/Banago/Bacolod, through its Bids and Awards Committee for Procurement of Goods (BAC-PG), invites contractors to submit bid proposal for the hereunder project:

Name of Project : **SUPPLY, DELIVERY, INSTALLATION and COMMISSIONING OF ONE (1) UNIT BRAND NEW RADIATOR ASSEMBLY FOR 500KVA CUMMINS GENERATOR SET**

Location : **PORT OF BANAGO, BACOLOD CITY, NEGROS OCCIDENTAL**

BRIEF DESCRIPTION : **SCOPE OF WORKS:**

- I. Mobilization/Demobilization
- II. Installation of Brand New Radiator Assy.
- III. Start up and Commissioning

Approved Budget for the Contract : **P 575,000.00**
Contract Duration : **45 Calendar Days**

Prospective bidders shall submit Bid Proposal together with the herein documents:

1. DTI Business Name Registration or SEC Registration
2. Valid and Current Mayor's Permit
3. Phil-Geps Registration
4. VAT Certificate of Registration

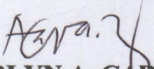
Procurement will be conducted in consonance with Section 53.9 the Revised Implementing Rules and Regulation Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act". Only sealed bids/canvass from eligible bidders will be opened and a contract will only be awarded to the Lowest Calculated and Responsive Bidder who was determined as such during post-qualification.

Bid Proposals must be delivered to the address below on or before **9:00am, August 14, 2023** at the Bids and Awards Committee (BAC-PG), c/o BAC Secretariat and will be opened on the same day, **August 14, 2023 at 11:30am**.

The Philippine Ports Authority, PMO-Negros Occidental/ Banago/Bacolod reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For further information, please refer to:

BAC Secretariat
Philippine Ports Authority, PMO-NBB
Port of Banago, Brgy. Banago,
Bacolod City 6100
Telephone/Fax No. (034) 441-1402 to 03 / 441-1225


ARLYN A. CARAIG
Chairperson
BAC-Procurement of Goods, EP & Consultancy Services

REPUBLIC OF THE PHILIPPINES
PHILIPPINE PORTS AUTHORITY
PMO-Negros Occidental/Bacolod/BB



REQUEST FOR QUOTATION
CY 2023

The **Philippine Ports Authority's Port Management Office of Negros Occidental/Bacolod/BB (PMO-NBB)** through its **Administrative Services Division**, intends to procure "**1 Radiator Assembly for 500 KVA Cummins Generator Set**" in accordance with **Section 52.1(B)** (Alternative method of Procurement - Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** _____ at the Administrative Division, Philippine Ports Authority, PMO-Negros Occidental/Bacolod/Banago-BREDCO, Banago Port Brgy. Banago, Bacolod City. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2023 **Business/Mayor's Permit**¹ and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact us at telephone no. **(034) 441-1402** or email address at **pmonbb@ppa.com.ph**.


REYNALDO T. HINAUT
Administrative Division Manager 

*In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

2 In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

3 Manually filed tax returns or filed through the EPPS

4 Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

1. Accomplish this Request for Quotation (RFQ) correctly and accurately.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
3. If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.
4. In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.
3. Bidder must likewise indicate in their offer a Certificate of Warranty, to cover defects and other failures in labor and parts supplies, valid for a period of thirty (30) days after acceptance of delivery of the completed procurement activity.

FINANCIAL OFFICER	
Approved Budget for the Contract	Total Offered Quotation
P 575,000.00	<p>In Words: _____</p> <p>_____</p> <p>_____</p> <p>In Figures: _____</p> <p>_____</p>

PAYMENT DETAILS	
Payment Terms:	Payment shall be made promptly, but in no case later than sixty (60) days, through cheque, after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end-user, subject to other payment terms as prescribed in this RFQ.
Banking Institution:	
Account Number:	
Account Name:	
Branch	

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PPA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the PPA shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No. _____

Fax/Mobile No. _____

Email address: _____