



REQUEST FOR QUOTATION

NO. PG-ZAM-2023-02-003

Dated: March 06, 2023

(SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, Port Management Office of Zamboanga, Bids and Awards Committee invites suppliers to submit price quotation for the One (1) Lot Provision of Freight Shipping services for PPA, PMO-Zamboanga from April 01 to December 31, 2023.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php98,821.80 shall be automatically rejected at Bid opening.

Procurement will be conducted in consonance with Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act". A contract will only be awarded to the Lowest Calculated Responsive Quotation.

The Opening of Sealed Quotation Envelopes shall be at 2:00 PM, February 20, 2023, Conference Room, 2nd Floor PPA Administration Building, Port Area, Zamboanga City.

For further inquiries on the procurement to be bid, please contact Ms. Jhoan B. Carrillo (Secretariat Member) or Ms. Marietta M. Miñoza (TWG Head for Goods & Services) at the Admin. Office, 2nd Floor, PPA Admin. Bldg., Port Area, Zamboanga City, Tel. No. (062) 991-2037 loc. 111 or 112.

The PPA, PMO-Zamboanga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

ARTHUR B. NOGAS

Chairperson, PMO-ZAMBOANGA-BAC

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

Date of Publication: February 13-20, 2023

PORT MANAGEMENT OFFICE – ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

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INSTRUCTION TO SUPPLIERS

1. The PPA, PMO-Zamboanga shall validate whether it is entering into a contract with a technically, legally and financially capable supplier or contractor by requiring the submission of prescribed documentary documents.
2. Invited supplier/s shall submit the prescribed documentary requirements under the Small Value Procurement pursuant to ANNEX "H" APPENDIX A of RA 9184 and its amendments per GPPB Resolution No.21-2017 dated 30th May 2017.

The following documentary requirements shall be submitted in a separate envelope during the Opening of Sealed Quotation Envelopes:

A. For Individual(s)/Sole Proprietorship

- a) BIR Certificate of Registration
- b) PhilGeps Registration or print-out of organization information page indicating Philgeps Registration Number
- c) Income /Business Tax Return CY 2021
- d) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)

B. For Corporation/Cooperative/Partnership

- a) Mayor's Permit CY 2023
- b) PhilGeps Registration or print-out of organization information page indicating Philgeps Registration Number
- c) Income /Business Tax Return CY 2021
- d) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)

C. Certificate of Platinum Membership may be submitted in lieu of the above-requirements (for items a & b only).

D. Supplier/s who already submitted the above-mentioned requirements (a & b only) or maintained an updated file (a & b only) with the Office, may no longer require its re-submission. The Office shall issue the Eligibility Certificate before the opening of bids.

E. Supplier/s who may not complete the submission of the above-mentioned requirements during the opening of sealed quotation envelopes, shall be allowed to submit the lacking requirements within three (3) days upon receipt of Notice of Bid Results.

F. Failure to comply the above-mentioned requirements shall constitute cancellation of award to the winning bidder.

3. Sealed Quotation Envelope shall be submitted before the above-mentioned deadline. Late submission of quotation envelope shall not be accepted. Price Quotation in excess of ABC shall be automatically disqualified.
4. All price quotations shall be valid for a period of Two Hundred Seventy five (275) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
5. Canvass Form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said canvass form, any erasure/s or interlineation/s shall be signed by the supplier/s.
6. The evaluation and award of contract shall be based on a lot basis not higher than the ABC, hence the supplier shall reflect its total price quotation for one (1) lot in the said canvass form.

PHILIPPINE PORTS AUTHORITY
 Port Management Office-Zamboanga
 R. T. Lim Boulevard, Port Area
 Zamboanga City
 Telephone No. (062) 991-2037

CANVASS FORM
 NO. 2023-02-005

Date : Feb. 06, 2023
 PR No. : ZAM-013-2023
 Dated : Feb. 03, 2023

 (Supplier)


Gentlemen: Please quote your government price/s for the service/s listed hereunder:

Item No.	Qty	Unit	Item Description	Documents	Cargoes	Total Cost
1	1	Lot	One (1) Lot Provision of Freight Shipping Services for PPA, PMO-Zamboanga from April 01 to December 31, 2023.			
			Attachments:			
			1) Detailed Schedule of Costing Per Services From April 01 - December 31, 2023			
			2) Sample of Contract Agreement			
			ABC - Php98,821.80			

Please submit your quotation **on or before 2:00 PM February 20, 2023.**


MELANIE C. BARRIOS
 SSO/Acting Procurement Officer
 Canvasser

Very truly yours,


FRANCISCA CLARISSA P. DAGOY
 Administrative Division Manager

NOTE: Please fill-up Form A and the Detailed Schedule of Costing Per Services and submit in and a sealed envelope addressed to:

THE BAC, Chairperson
 PMO, ZAMBOANGA - BAC
 PPA, PMO-zamboanga
 Port Area, Zamboanga City

AUTHORIZED SIGNATURE

 Name of Supplier/Firm/Company

 Date

PHILIPPINE PORTS AUTHORITY
PMO - ZAMBOANGA

DETAILED SCHEDULE OF COSTING PER SERVICES
FROM APRIL 01 - DECEMBER 31, 2023

DOCUMENTS

A. With No. Commercial Value (From Mindanao to Metro Manila/visayas/Mindanao)

Size of Documents	No. of Documents	Unit Cost	Total
Small (500 grams)	150		
Medium (1 Kg)	90		
Large (1.5 kgs)	84		
Pouch (2 kgs)	60		
Sub - total			

CARGOES

B. Seafreight Rates (From Mindanao to Metro Manila/visayas/Mindanao)

Months	First 10 Kilo	Amount	Excess Kilo	Unit Cost	Amount (c x d)	Total (b + e)
	(a)	(b)	(c)	(d)	(e)	(f)
April	10		10			
May	10		10			
June	10		10			
July	10		10			
August	10		10			
September	10		10			
October	10		10			
November	10		10			
December	10		10			
Sub - total						
Grand Total (Documents plus Cargoes) A + B						

Submitted By:

**SIGNATURE OVER PRINTED NAME OF
OWNER/AUTHORIZED REPRESENTATIVE**

NAME OF SUPPLIER/COMPANY

DATE

CONTACT NUMBER

SAMPLE CONTRACT AGREEMENT

THIS CONTRACT made on this ____ day of _____ 2023, by and between:

PHILIPPINE PORTS AUTHORITY (PPA), PMO-Zamboanga, a government owned and controlled corporation with office address located at R.T. Lim Boulevard, Zamboanga City, herein represented by ARCIDI S. JUMAANI, herein referred to as "PPA";

-AND-

_____, a single proprietor with office address located at _____, Zamboanga City, hereinafter represented by _____, owner, referred to as "SUPPLIER".

-WITNESSETH-

The PPA and the Supplier, in consideration of the mutual covenant and agreement herein, by one to the other, by these presents enter into a Contract, whereby the Supplier shall provide the freight shipping services as follows:

SECTION 1: SCOPE OF WORK:

The scope of this contract shall include services for the provision of freight shipping services as detailed below:

SCOPE OF WORK	
DOCUMENTS	
A. With No Commercial Value (From Mindanao to Metro Manila/Visayas/Mindanao)	
Small (500 grams)	
Medium (1 kg)	
Large (1.5 kgs)	
Pouch (2 kgs)	
CARGOES	
B. Seafreight Rates	
First 10 kilo	
Excess/kilo	

SECTION 2. TERM OF THE CONTRACT:

This Contract shall be effective for a period of Nine(9) months, from April 01 to December 31, 2023. Such term is renewable upon mutual agreement of the parties, subject to the same terms and conditions as herein provided.

SECTION 3. OBLIGATIONS OF THE PARTIES:

- A.) The SUPPLIER shall:
- (a) Perform all obligations required by the Contract, specifically the services covered by the scope of work as mentioned under Section 1, or as may be required by PPA.
 - (b) Provision of freight shipping services shall be on need basis only.
 - (c) The Supplier shall submit the Monthly Statement of Account within the first week of the succeeding month. All expenses incurred for the month shall be indicated on the said statement.

B.) PPA shall:

- (a) Process payment upon receipt of the Statement of Account from the Supplier;
- (b) Pay the expenses based on the actual freight shipping services provided.

SECTION 4. CONTRACT PRICE:

The Contract price (inclusive of VAT -12%) which shall be paid by PPA are as follows:

Scope of Work	Cost Per Shipment
Provision of freight shipping services as follows: DOCUMENTS A. With No Commercial Value (From Mindanao to Metro Manila/Visayas/Mindanao) Small (500 grams) Medium (1 kg) Large (1.5 kgs) Pouch (2 kgs) CARGOES B. Seafreight Rates First 10 kilo Excess/kilo	

This Contract is based on freight shipping services provided by the Supplier and shall be on need basis only. The total amount of the contract shall not exceed _____ Pesos Only (Php_____).

However, in case the contract amount shall exceed P_____, PPA shall shoulder its payment provided the said excess is justifiable and duly supported with receipts.

SECTION 5. TERMINATION OF CONTRACT:

The following shall be considered as justifiable grounds to terminate the contract, to wit:

- 1.) End of contract term;
- 2.) Violation of any of the terms and conditions hereof, shall give PPA the right to pre-terminate the contract, including, but not limited to:
 - a. Unsatisfactory service; and
 - b. Delay in the provision of shipping freight services covered by the scope of work under this contract, unless, the delay is for justifiable grounds.

In case of pre-termination of contract due to the fault of the Supplier or after incurring delay, without justifiable grounds, a reduction of the contract price shall be made in proportion to the actual food provided.

PPA shall inform the Supplier by giving at least fifteen [15] calendar days written notice in advance to that effect, which Notice shall be final and binding on both parties.

Within thirty (30) days after termination, cancellation or rescission of this Contract, the Parties shall settle their respective accountabilities as of the date of termination, cancellation or rescission. The action for termination, cancellation or rescission may be done without need of judicial action.

SECTION 6. EFFECTIVITY:

This Contract shall take effect upon its signing by both parties.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers hereunto duly authorized.

PHILIPPINE PORTS AUTHORITY

By:

By: _____

ARCIDI S. JUMAANI
Port Manager

Owner

Signed in the presence of:

FRANCISCA CLARISSA P. DAGOY
Manager, Admin. Division

AND _____

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF ZAMBOANGA (.....) S.S.

BEFORE ME, a Notary Public for and in the City of Zamboanga, on this _____
day _____, _____ personally appeared:

<u>Name</u>	<u>I.D. Presented</u>	<u>I.D. No.</u>	<u>Place/Date of Issue</u>
<u>ARCIDI S. JUMAANI</u>	<u>PPA ID</u>	<u>PPA00231995</u>	<u>Manila/ Feb. 3, 1995</u>
_____	_____	_____	_____

Known to me and to me known to be the same persons who executed the forgoing instrument and acknowledged to me that the same is their free act and that they are the representatives of the entities represented. The foregoing instrument refers to as Contract consisting of three (3) pages including the page on which this acknowledgement is written, duly signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this _____ day of _____, 2022 at Zamboanga City.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20 _____;

NOTARY PUBLIC