

REQUEST FOR QUOTATION

NO. PG-ZAM-2023-02-002

Dated: February 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 project One (1) Lot Supply of Labor only for the minor repair and maintenance services of office motor vehicles of PPA, PMO-Zamboanga from April 1 to December 31, 2023.

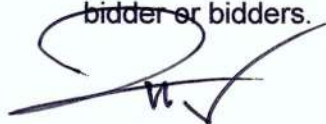
Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php454,500.00 shall be automatically rejected at Bid opening.

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. Carillo (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

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PORT MANAGEMENT OFFICE – ZAMBOANGA

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

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Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph



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. 2023-02-004

Date: Feb. 06, 2023
 PR No. ZAM-012-2023 (M)
 Dated : Feb. 03, 2023

 (Supplier)

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

Item No.	Qty	Unit	Item Description	Total Amount
1	1	Lot	One (1) Lot Supply of Labor only for the minor repair and maintenance services of office motor vehicles of PPA, PMO - Zamboanga from April 01- to December 31, 2023.	
			Attachments:	
			1) Schedule of Services Per Vehicle - Annex A April 01 - December 31, 2023.	
			2) Sample of Contract Agreement	
			ABC - Php454,500.00	

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

Very truly yours,


MELANIE C. BARRIOS
 GSO/Acting Procurement Officer B
 Canvasser


FRANCISCA CLARISSA P. DAGOY
 Administrative Division Manager

NOTE: Please fill-up Form A and Annex A and submit a sealed envelope addressed to:

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

AUTHORIZED SIGNATURE

 Name of Supplier/Firm/Company

 Date

PHILIPPINE PORTS AUTHORITY
PMO - ZAMBOANGA

ANNEX A

SCHEDULE OF SERVICES PER VEHICLE WITH ESTIMATED COSTING
APRIL 1- DECEMBER 31, 2023

Item	Particulars	1	2	3	4	5	6	7	8	9	10	11	12	13	Total	No. of Services in 3 (Three) Quarters	Grand Total
		Mitsubishi Adventure SLF-436	Mitsubishi Adventure SLF-546	Isuzu Crosswind OrangeColor SGD-282	Isuzu Crosswind Gray Color SHL-746	Toyota Innova SJE-999	Mitsubishi Montero NAP -4981	Toyota Fortuner AAP-4504	Toyota Hi-Lux Pick up SAB-4346	Toyota Hi Ace Grandia SAB-4355	Toyota Hi -Lux FX SOL -571	Isuzu D-Max Pick-up D1-V640	Isuzu Manlift D2-D185	Toyota Hi-Lux Pick-up S6-G951			
1	Diagnostic Fee															1	
2	Replacement of Fan Belt															3	
3	Replacement of Brake Lining Shoe/Pad (F/R & L/R)															2	
4	Brake Check															1	
5	Replacement of Clutch Repair Kit (Upper/Lower)															3	
6	Replacement of Brake Repair Kit (F/R & L/R)															3	
7	Change Engine Oil & Filter															3	
8	Replacement of Wind Shield Wiper															3	
9	Replacement of Engine & Cabin Air Filter															3	
10	Tire Rotation and Balance & Alignment Check															2	
11	Vehicle Air Conditioner Maintenance															1	
12	Vehicle Tune Up															3	
13	Bolt Tightening															3	
14	Cleaning of Rear brakes (F/R & L/R) per tire															3	
15	Engine Cleaning															3	
16	Under Chassis Cleaning															3	
17	Replacement of Vehicles Lights																
	a. Head Lights (bulb only)															3	
	b. Signal Lights (bulb only)															3	
	c. Parking Lights (bulb only)															3	
	d. Tail Lights (bulb only)															3	
18	Vulcanizing per tire															3	
19	Washing with waxing and vacuum															9	
	T o t a l																

SUBMITTED BY:

(Signature over Printed Name of Owner/
Authorized Representative)

Name of Supplier/Company

Address

Contact Number

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [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 [Name of Bidder] with 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 [Name of the Procuring Entity], as shown in the attached [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. [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 Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided 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. [Name of Bidder] is authorizing the Head of the Procuring Entity 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]* 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

SAMPLE OF 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 _____ 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 One (1) Lot Supply of Labor only for the repair and maintenance services of office motor vehicles of PPA from April 01, 2023 to December 31, 2023 with the following terms and conditions to wit:

SECTION 1. SCOPE OF WORK:

- 1.) The supply of labor only for the repair and maintenance of office motor vehicles shall include services for the following:

Item No.	Particulars
1	Diagnostic Fee
2	Replacement of Fan Belt
3	Replacement of Brake Lining Shoe/Pad
4	Brake Check
5	Replacement of Clutch Repair Kit (Upper/Lower)
6	Replacement of Brake Repair Kit (F/R & L/R)
7	Change Engine Oil & Filter
8	Replacement of Wind Shield Wiper
9	Replacement of Engine & Cabin Air Filter
10	Tire Rotation and Balance & Alignment Check
11	Vehicle Air Conditioner Maintenance
12	Vehicle Tune Up
13	Bolt Tightening
14	Cleaning of Rear Brakes (F/R & L/R) per tire
15	Engine Cleaning
16	Under Chassis Cleaning
17	Replacement of Vehicles Lights
	a. Head Lights (bulb only)
	b. Signal Lights (bulb only)
	c. Parking Lights (bulb only)
	d. Tail Lights (bulb only)
18	Vulcanizing per tire and Washing with vacuum
19	Washing with waxing and vacuum

- 2.) Minor expenses on materials/spare parts related to its repair in the amount of P1,000.00 and below shall be included by PPA in addition to the above-stated scope of work in No. 1.
- 3.) The services shall be done at the above-stated office address of the Supplier specifically on the following office motor vehicles:

Qty.	Unit	Description	Model	Plate Number
1	unit	Toyota Tamaraw FX-HSPU, Color-Ivory	2002	SHA-436
1	unit	Isuzu Crosswind, Gray Color	2002	SHL-746
1	unit	Toyota Innova, Color-Light Green Mica Metallic	2006	SJE-999
1	unit	Isuzu , Hi-Lander, Crosswind, Orange Color	2013	SGD-282
1	unit	Mitsubishi Adventure GX-DSL MT, Color-Polar White	2013	SLF-546
1	unit	Toyota Fortuner , SUV, Lithium	2014	AAP-4504
1	unit	Toyota Hi Lux Pick Up, Silver Mettalic	2017	SAB-4346
1	unit	Toyota Hi Ace GL Grandia, IE 7 Silver Mettalic	2017	SAB-4355
1	unit	Mitsubishi Montero 2.4 A/T, Color: Titanium Gray	2018	NAP-4981
1	unit	Isuzu D-Max Pick-up	2020	D1-V640
1	unit	Toyota Hi Lux FX	2021	SOL-571
1	unit	Isuzu Manlift	2021	D2-D185
1	unit	Toyota Hi-Lux Pick-up 2.4L	2022	S6-G951
13		TOTAL		

- 4.) The said service shall be on need basis only. Only office motor vehicles that need the said services shall be considered.
- 5.) In case of breakdown/trouble, the Supplier can be reached within regular working hours (8:00am to 5:00pm) Monday to Friday.

SECTION 2. TERM OF THE CONTRACT:

This Contract shall be effective for a period of NINE (9) months, from April 01, 2023 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:

- 1.) Undertake repair and maintenance services on all official motor vehicles of PPA as mentioned in the stages of work under Section 1;
- 2) Comply everything indicated in this Agreement, and what has been poorly done, must be undone, at its own expense within seven (7) days.
- 3) The Supplier shall submit the Statement of Account for all the repair and cost of replaced materials incurred by PPA within the first week of the succeeding month.

B) The PPA shall:

- 1) Deliver to the office address of the Supplier, all motor vehicles for repair and shall pick up the same, upon completion of work. The delivery and pick up shall be done during office hours (8:00 a.m. to 5:00 p.m.), Monday to Friday only, except holidays.
- 2) Pay the expenses for the services rendered based on the actual repair of all the motor vehicles undertaken by the Supplier which shall be made at the end of the month.
- 3)
- 4) Process payment after receipt of the Statement of Account from the Supplier.

SECTION 4. WARRANTY ON SERVICES:

A one (1) month warranty shall be given in case of any defect in repair services provided by the Supplier, which shall be free of charge, counted from date the repair/s was/were undertaken.

SECTION 5. CONTRACT PRICE:

The contract prices (inclusive of VAT-12%) which shall be paid by PPA depending on the scope of work of repair per hereto attached schedule (Annex A).

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

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

Motor Vehicle Counts

Acknowledgement Receipts Slips/Charge Invoice will be used as the method of accountability between PPA and Supplier.

SECTION 6. 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 delivery of supplies 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 work actually completed or supplies actually delivered.

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 7. 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/Manager

Signed in the presence of:

FRANCISCA CLARISSA P. DAGOY
Manager, Administrative 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>Identification Presented</u>	<u>ID Number</u>	<u>Place/Date of Issued</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 Service Contract consisting of four (4) 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 _____, 2023 at Zamboanga City.

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

NOTARY PUBLIC