



REQUEST FOR QUOTATION
NO. PG-ZAM-02-001
Dated: Feb. 13, 2020
(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 Supply of Labor and Materials for the on-site general cleaning of Air Conditioning Units of PPA, PMO-Zamboanga from April 1 to December 31, 2020.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php173,000.00 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 27, 2020, 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 Member) 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.

MARIA ELENA P. FLORES
Chairperson, PMO-ZAMBOANGA-BAC

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

Date of Publication: February 20-27, 2020



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 Number
- c) Duly Notarized Omnibus Sworn Statement
- d) DTI Certificate of Accreditation as Refrigeration & Airconditioning (RAC) Repair Shop; and
- e) All technicians assigned to the office shall be a holder of National Certificate for Refrigeration and Air-Conditioning Servicing issued by TESDA for:
 - 1) Domestic Refrigeration and Air-Conditioning (DOMRAC) NC II; and
 - 2) Packaged-type Air-Conditioning Unit/Commercial Refrigeration Equipment (PACU-CRE) NC III.

B. For Corporation/Cooperative/Partnership

- a) Mayor's Permit CY 2020
- b) PhilGeps Registration Number
- c) Duly Notarized Omnibus Sworn Statement
- d) DTI Certificate of Accreditation as Refrigeration & Airconditioning (RAC) Repair Shop; and
- e) All technicians assigned to the office shall be a holder of National Certificate for Refrigeration and Air-Conditioning Servicing issued by TESDA for:
 - 1) Domestic Refrigeration and Air-Conditioning (DOMRAC) NC II; and
 - 2) Packaged-type Air-Conditioning Unit/Commercial Refrigeration Equipment (PACU-CRE) NC III.

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 Compliance 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 before the issuance of the Notice of Award.



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 thirty (30) 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. 2020-02-017

Date: Feb. 13, 2020
 PR No. ZAM-044-2020
 Dated Feb. 12, 2020

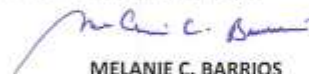
 (Supplier)

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

Item No.	Qty	Unit	Item Description	No. of Unit	Unit cost	Total Cost
1	1	Lot	One (1) Lot Supply of Labor and Materials for the on-site general cleaning of Air Conditioning Units of PPA, PMO-Zamboanga from April 1 to December 31, 2020			
			BASEPORT			
			Window Type, 1 HP to 2 HP	40		
			Wall Mounted Type, 1 HP to 1.5 HP	10		
			Floor Mounted Type, 3 TR	13		
			Floor Mounted Type, 7.5 TR	5		
			Door Air Curtains, 36"	11		
			Door Air Curtains, 2HP	2		
			TMO ISABELA			
			Window Type, 1 HP to 2 HP	4		
			Floor Mounted Type, 3 TR	1		
			TOTAL PER QUARTER	86		
			GRAND TOTAL (3 QTRS X TOTAL PER QUARTER)			
			ABC - Php173,000.00			

Please submit your quotation **on or before 2:00 PM February 27, 2020.**

Attached is the Sample of Contract Agreement of the above-mentioned procurement for your information and guidance.


MELANIE C. BARRIOS
 Procurement Officer B
 Canvasser

Very truly yours,


FRANCISCA CLARISSA P. DAGOY
 Administrative Division Manager

NOTE: Please fill-up Form A and submit in 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

SAMPLE OF CONTRACT AGREEMENT

THIS CONTRACT made on this _____ day of _____ 2020, by and between:

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

-AND—

_____, a sole proprietor with office address at _____, Zamboanga City hereinafter represented by _____, 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 and Materials for the on-site general cleaning of Air Conditioning Units to PPA, PMO - Zamboanga from April 1 to December 31, 2020 under the following terms and conditions to wit:

SECTION 1. SCOPE OF WORK:

- 1.) The provision of labor and supply of materials for the on-site general cleaning of Air Conditioning Units.
- 2.) The cleaning of Air Conditioning Units shall be scheduled by PPA on a quarterly basis.
- 3.) Minor expenses like the replacement of capacitor, rubber grommet, provision of cleaning solution and other minor charges amounting not more than P1,000.00 per unit may also be included.
- 4.) The provision of labor and supply of materials for the servicing of Air Conditioning Units shall include general cleaning only as summarized below:

1.) Baseport Zamboanga:

40 units - Window Type, 1HP to 2HP
10 units - Wall Mounted Type, 1HP to 1.5HP
13 units - Floor Mounted Type, 3.0 TR
5 units - Floor Mounted Type, 7.5 TR
11 units - Door Air Curtains, 36"
2 units - Door Air Curtains, .2 HP
81 Sub - total

2.) TMO - Isabela:

4 units - Window Type, 1HP to 2 HP
1 unit - Floor Mounted Type, 3.0 TR
5 units Sub - total

86 units Grand Total

- 5.) The services shall be done at the above-stated office address of the PPA specifically in the following locations:

Qty./ Unit	Description of Air Condition Units	Responsibility Units	Location
9 units	Panasonic, Wall Mounted, 1.5HP with Inverter (5 units) Kolin Brand, Door Air Curtain .2 HP (2 units) Koppel, Floor Mounted, 3 TR with Inverter (2 units)	Port One Stop Shop (POSS)	PPA, Admin. Bldg. 1 st Floor
1 unit	Carrier, Wall Mounted, 1.5 HP with Inverter	Finance Div. Manager Room	PPA, Adm. Bldg., 1 st Floor

1 unit	Koppel, Floor Mounted, 3TR	Finance Assessment & Marine Section	PPA, Adm. Bldg., 1 st Floor
3 units	Kolin, Window, 2 HP (2 units), Carrier, Fl. Mounted, 3 TR (1 unit)	Finance Staff	-do-
1 unit	Carrier, Wall Mounted, 1.5 HP	Finance Pantry	
2 units	Kolin, Window, 2HP Carrier, Wall Mounted, 1.5 HP	Computer Rm-Server	-do-
2 units	Kolin, Window, 2 HP, Inverter	PSD- Staff Room	-do-
1 unit	Kolin, Window, 1.5 HP, Inverter	PSD-Manager's Room	-do-
2 units	Condura, Window, 2 HP, Inverter Carrier, Window, 2 HP, Inverter	Office of the Port Manager	PPA, Adm. Bldg., 2 nd floor
2 units	Condura, Window, 2 HP (1 unit) Carrier, Window, 2 HP (1 unit)	OPM-Staff	-do-
1 unit	Condura, Window, 1.5 HP	Admin. Div. Mgr's Rm.	-do-
3 units	Carrier, Window, 2HP, (1 unit) Condura, Window, 2HP, (1 unit) Carrier, Floor Mounted, 3TR (1 unit)	Admin. Div. Staff Room	-do-
3 units	Carrier, Flr. Mounted, 3TR (2 units) Carrier, Window, 2 HP (1 unit)	Conference Room	-do-
1 unit	Carrier, Window, 1.5 HP	Records Room	-do-
1 unit	Carrier, Window, 1.5 HP,	ESD Manager	PPA, Adm. Bldg., 3rd floor
3 units	Kolin, Window, 2 HP (1 unit) Kolin, Window, 2 HP (1 unit) Carrier, Floor Mounted 3TR (1 unit)	ESD-Staff	-do-
1 unit	Kolin, Window, 1.5 HP	Prayer Room	-do-
1 unit	Kolin, Window, 2 HP	OPM-Legal Office	-do-
2 units	Carrier, Window, 2 HP (1 unit) Kolin, Window, 2 HP (1 unit)	COA	-do-
1 unit	Kolin, Window, 1.5 HP	PSD-Harbor Master	PPA, Adm. Bldg., 4th floor
2 units	Kolin, Window, 2 HP (1 unit) Carrier, Floor Mounted 3TR, (1 unit)	Harbor Staff/Conf. Rm.	-do-
1 unit	Kolin Brand, Non - Inverter	PSD - Center Booth	Center Booth
2 units	Kolin, Window, 2 HP (1 unit) Kolin, Window, 1 HP (1 unit)	Port Manager's Quarter	Multi-Purpose Ground
3 units	Kolin, Window, 2 HP (2 units) Condura, Window, 1.5 HP (1 unit)	GAD-Center	Multi-Purpose Ground
2 units	Carrier, Window, 2 HP (1 unit) Kolin, Window, 1 HP (1 unit)	ESD-Powerhouse	PPA, Powerhouse
1 unit	Kolin, Window, 2 HP	PPD, Manager	PPA, PPD Building
3 units	Kolin, Window, 2 HP	PPD-Staff	PPA, PPD Building
2 units	Condura, Window, 2HP (1 unit) Kolin, Window, 2HP (1 unit)	PSD-Dock	PPA,CFS Bldg, 1 st Floor
1 unit	Carrier, Window, 2 HP	Traveler's Hub	Traveler's Hub
1 unit	Carrier, Window, 2 HP	-do-	-do-
5 unit	Carrier, Floor Mounted, 7.5 TR	-do-	-do-
4 unit	Carrier, Floor Mounted, 3TR	-do-	-do-
1 unit	Carrier, Wall Mounted, 1.5 HP	-do-	-do-
1 unit	Carrier, Wall Mounted, 1.0 HP	-do-	-do-
11 units	Door Air Curtain, 36"	-do-	-do-
5 units	Carrier, Window, 2 HP (2 units) Condura, Window, 2 HP (1 unit) Kolin, Window, 1 HP (1 unit) Carrier, Floor Mounted, 3TR (1 unit)	TMO-Isabela	TMO-Isabela
86 units	T o t a l		

In case of breakdown, the Supplier can be reached within regular working hours (8:00am to 5:00pm) Mondays to Fridays and will send qualified technician within twenty-four (24) hours upon notified.

When the unit is pulled-out from the office, the Supplier shall return the repaired air conditioner units to PPA as agreed upon.

SECTION 2. TERM OF THE CONTRACT:

This Contract shall be effective for a period of NINE (9) months, from April 1, 2020 to December 31, 2020. 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.) Provide **skilled and qualified technicians only** to perform the job;
- 2.) Perform all the piece work 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;
- 3.) Submit the Statement of Account for all the repair and cost of replaced materials incurred by PPA after end of the month. The said statement shall be submitted within the first week of the succeeding month;
- 4.) Undertake to undo what has been poorly done at its own expense within seven (7) days.

B. The PPA shall:

- 1.) Pay the actual services rendered by the supplier;
- 2.) Pay other minor expenses outside the above-mentioned scope such as minor labor fee, spare parts and/or other materials like the replacement of capacitor, rubber grommet, provision of cleaning solution and other minor charges amounting not more than P1,000.00 per unit.
- 3.) Process payment after receipt of the Statement of Account from the Supplier.

SECTION 4. CONTRACT PRICE:

The contract prices (inclusive of VAT-12%) shall be paid by PPA based on the scope of work are as follows:

General Cleaning Service Fee	Cost Per Unit
1.) <u>Baseport Zamboanga</u>	
a) Window Mounted, 1HP to 2HP	- _____
b) Wall Mounted, Split type, 1HP - 1.5 HP	- _____
c) Floor Mounted, Split type, 3.0 TR	- _____
d) Floor Mounted, Split type, 7.5 TR	- _____
e) Door Air Curtains, 36"	- _____
f) Door Air Curtains, .2 HP	- _____
2.) <u>TMO - Isabela</u>	
a) Window Mounted, 1HP to 2HP	- _____
b) Floor Mounted, Split type, 3.0 TR	- _____

This Contract is based on actual work provided by the Supplier and shall be on a quarterly basis. The total amount of the contract shall not exceed _____ Only (P_____).

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

SECTION 5. WARRANTY ON SERVICES:

A one (1) month warranty shall be given in case of any defect on the replaced materials provided by the Supplier, which shall be free of charge, counted from date of replacement of materials.

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: _____

Port Manager

By: _____

Owner/Manager

Signed in the presence of:

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>I.D. Presented</u>	<u>I.D. No.</u>	<u>Place/Date of Issue</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 _____, 2020 at Zamboanga City.

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

NOTARY PUBLIC