



## REQUEST FOR QUOTATION

NO. PG-ZAM-02-003

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 only for the minor repair and maintenance services of office motor vehicles 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 Php409,000.00 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, 2<sup>nd</sup> 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 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](http://www.ppa.com.ph)

PhilGeps Website: [www.philgeps.net](http://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 30<sup>th</sup> 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

B. For Corporation/Cooperative/Partnership

- a) Mayor's Permit CY 2020
- b) PhilGeps Registration Number
- c) Duly Notarized Omnibus Sworn Statement

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. 2020-02-019

Date: Feb. 13, 2020  
 PR No. ZAM-046-2020  
 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 only for the minor repair and maintenance services of office motor vehicles of PPA, PMO-Zamboanga from April 1 to December 31, 2020			
			1 Diagnostic Fee	9		
			2 Replacement of Fan Belt	9		
			3 Replacement of Brake Lining Shoe/Pad	9		
			4 Replacement of Clutch Repair Kit	9		
			5 Replacement of Brake Repair Kit	9		
			6 Change Engine Oil & Filter	9		
			7 Replacement of Wind Shield Wiper	9		
			8 Replacement of Engine & Cabin Air Filter	9		
			9 Tire Rotation and Balance & Alignment Check	9		
			10 Vehicle Air Conditioner Maintenance	9		
			Total per Month			
			Multiply by the No. of Times in a year			x 3
			<b>Sub-Total</b>			
			11 Vehicle Tune Up	9		
			Multiply by the No. of Times in a year			x 2
			<b>Sub-Total</b>			
			12 Bolt Tightening	3		
			Multiply by the No. of Times in a year			x 27
			<b>Sub-Total</b>			
			<b>Grand Total</b>			
			<b>ABC - Php409,000.00</b>			

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 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 One (1) Lot Supply of Labor only for the repair and maintenance services of office motor vehicles of PPA from April 1, 2020 to December 31, 2020 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	Replacement of Clutch Repair Kit
5	Replacement of Brake Repair Kit
6	Change Engine Oil & Filter
7	Replacement of Wind Shield Wiper
8	Replacement of Engine & Cabin Air Filter
9	Tire Rotation and Balance & Alignment Check
10	Vehicle Air Conditioner Maintenance
11	Vehicle Tune Up
12	Bolt Tightening

- 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, Model Color-Red	1996	SEH-164
1	unit	Mitsubishi Adventure, Color-White	2004	SGZ-435
1	unit	Toyota Tamaraw FX-HSPU, Color-Ivory	2002	SHA-436
1	unit	Toyota Fortuner , SUV, Lithium	2014	SGZ 585
1	unit	Mitsubishi Adventure GX-DSL MT, Color-Polar White	2013	SLF-546
1	unit	Mitsubishi Adventure GX-DSL MT, Color-Polar White	2013	SLG-381
1	unit	Toyota Innova, Color-Light Green Mica Metallic	2006	SJE-999
1	unit	Toyota Hi Ace GL Grandia, IE 7 Silver Mettalic	2017	VU 1831
1	unit	Toyota Hi Lux Pick Up, Silver Mettalic	2017	VV 2737
9		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 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.) 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) 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 are as follows:

Item #	Description	Unit Cost
1.	Diagnostic Services	
2.	Replacement of Fan Belt	
3.	Replacement of Brake Lining Shoe/Pad	
4.	Replacement of Clutch Repair Kit	
5.	Replacement of Brake Repair Kit	
6.	Change Engine Oil & Filter	
7.	Replacement of Wind Shield Wiper	
8.	Replacement of Engine & Cabin Air Filter	
9.	Tire Rotation and Balance & Alignment Check	
10.	Vehicle Air conditioner Maintenance	
11.	Vehicle Tune Up	
12.	Bolt Tightening	

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 P\_\_\_\_\_, 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**      **AND**  
Manager, Admin. Division

\_\_\_\_\_

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 Document Presented</u>	<u>Place/Date of Issued</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