



## REQUEST FOR QUOTATION

NO. PG-ZAM-02-005

Dated: Feb. 14, 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 Provision of Snacks and/or Lunch for various meetings and conferences 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 Php405,000.00 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, March 5, 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. 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](http://www.ppa.com.ph)

PhilGeps Website: [www.philgeps.net](http://www.philgeps.net)

Date of Publication: February 25 - March 5, 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. 2020-02-024

Date: Feb. 14, 2020  
 PR No. ZAM-053-2020  
 Dated Feb. 13, 2020

(Supplier)

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

Item No.	Qty	Unit	Item Description	No. of Meetings	No. of Participants	Unit cost	Total Cost
1	1	Lot	One (1) Lot Provision of Snacks and/or Lunch for various meetings and confereces of PPA, PMO-Zamboanga from April 1 to Dec. 31, 2020				
			Provision of the following:				
			1) Snacks/pax: (Minimum of 15 pax/meeting)	10	15		
			1 light meal and 1 drink				
			2) Lunch/pax: (Minimum of 15 pax/meeting)	10	15		
			2 Viands				
			1 Vegetable/noodle				
			1 Rice				
			1 Softdrink				
			1 Dessert				
			TOTAL PER MONTH				
			GRAND TOTAL (9 MONTHS)				
			ABC - Php405,000.00				

Please submit your quotation on or before 2:00 PM March 5, 2020.

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

Very truly yours,

  
 MELANIE C. BARRIOS  
 Procurement Officer B  
 Canvasser

  
 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



B.) PPA shall:

- (a) Process payment upon receipt of the Statement of Account from the Supplier;
- (b) Pay the expenses based on the actual snacks and/or lunch provided.

**SECTION 4. CONTRACT PRICE:**

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

Provision of the following:	Scope of Work	Cost Per Unit
1) Snacks/pax - 1 light meal 1 drink		Php0.00
2) Lunch/pax :	2 Viands 1 Vegetable/noodle 1 Rice 1 Softdrink	0.00

This Contract is based on actual snacks and/or lunch provided by the Supplier and shall be on order basis only. The total amount of the contract shall not exceed \_\_\_\_\_ Pesos Only (P\_\_\_\_.00).

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 snacks and/or lunch 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 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:

Name \_\_\_\_\_

I.D. Presented \_\_\_\_\_

I.D. No. \_\_\_\_\_

Place/Date of Issue \_\_\_\_\_

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 forgoing 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 \_\_\_\_\_, 2020 at Zamboanga City.

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