



REQUEST FOR QUOTATION

NO. PG-ZAM-02-004

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 Provision of various services such as photocopy, blue, white and colored print, binding, duplo, auto cad plotting and tarpaulin printing for 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 Php587,800.00 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, 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 27 - 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 30th May 2017.
 - 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. 2019-02-020

Date: Feb. 13, 2020
PR No. ZAM-047-2020
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 Copies	Unit cost	Total Cost
1	1	Lot	One (1) Lot Supply of Labor and Materials for the Provision of various services such as photocopy, blue, white and colored print, binding, duplo printing, auto cad plotting and tarpulin printing for PPA, PMO -Zamboanga from April 1 to December 31, 2020			
			1. Photocopy (Clear Copy)			
			- Legal Size	2,273	/copy	
			- Letter/A4 size	500	/copy	
			2. Blue Print (Plain Paper)			
			- Size : 20" x 30"	500	/copy	
			- Size : 24" x 40"	112	/copy	
			3. White Print (Plain Paper)			
			- Size : 20" x 30"	23	/copy	
			- Size : 24" x 40"	12	/copy	
			4. Colored Print, Size A 4	50	/copy	
			5. Binding			
			- Soft Bound, Ordinary Cartolina Cover	3	/piece	
			- Spiral	23	/piece	
			6. Duplo Printing			
			- Legal Size	25	/ream	
			- Letter/A4 size	25	/ream	
			7. Auto Cad Plotting (Tracing Paper)			
			- Size : 20" x 30"	50	/copy	
			- Size : 24" x 40"	12	/copy	
			8. Tarpaulin per Square Foot			
			- China made per sq. ft.	192	/sq. ft.	
			Total Per Month			
			Grand Total (Total per month x 9 months)			
			ABC - Php587,800.00			

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

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

Very truly yours,


MELANIE C. BARRIOS
Procurement Officer B
Canvasser


FRANCISCA LARISSA 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 _____ 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, hereinafter referred to as the "PPA";

-AND-

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

Both shall collectively referred to as "PARTIES".

-WITNESSETH-

That herein parties enter into a Contract for the Provision of Labor and Supply of Materials for Photocopy, Binding and Printing Works, and hereby undertake and agree as follows:

SECTION 1. SCOPE OF WORK:

This scope of this contract shall include services for photocopy, blue, white and colored print, binding, duplo, auto cad printing/cad plotting, tarpaulin printing, stickers and lamination as detailed below:

ITEM NO	SCOPE OF WORK
1	Photocopy (Clear copy): - Legal Size; - Letter/A4 size
2	Blue print (Plain Paper) - Size: 20" x 30" - Size: 24" x 40"
3	White Print (Plain Paper) - Size: 20" x 30" - Size: 24" x 40"
4	Colored Print, Size A4
5	Binding - Soft bound, Ordinary Cartolina cover; - Spiral
6	Duplo Printing - Legal Size; - Letter/A4 size
7	Auto Cad Plotting (Tracing Paper) - Size: 20" x 30" - Size: 24" x 40"
8	Tarpaulin Printing per square foot - China made, size (4 x 6 sq. ft.)

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:

- (a) Perform all the piece of 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.
- (b) Comply everything indicated in this Agreement, and what has been poorly done, must be undone, at its own expense.
- (c) Submit the Statement of Account for all the services incurred by PPA after the end of the month, which statement shall be submitted within the first week of the succeeding month.

B) PPA shall:

- (a) Deliver all approved purchase orders together with its related supporting documents/papers to the office of the Supplier.
- (b) Pick-up all duly accomplished purchase orders from the office address of the Supplier. Pick up time shall be made during office hours (8:00 am to 5:00 pm, Monday to Friday, except holidays)
- (c) Pay the actual cost of the services rendered to the Supplier, which shall be made at the end of the month.

SECTION 4. METHOD OF ACCOUNTABILITY:

The methods of accountability are the Purchase Order Slips issued by PPA and Charge Invoice issued by the Supplier.

SECTION 5. CONTRACT PRICE:

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

ITEM NO	SCOPE OF WORK	Unit Price
1	Photocopy (Clear copy): <ul style="list-style-type: none">- Legal Size;- Letter/A4 Size	
2	Blue print (Plain Paper) <ul style="list-style-type: none">- Size: 20" x 30"- Size: 24" x 40"	
3	White Print (Plain Paper) <ul style="list-style-type: none">- Size: 20" x 30"- Size: 24" x 40"	
4	Colored Print, Size A4	
5	Binding <ul style="list-style-type: none">- Soft bound, Ordinary Cartolina cover- Spiral	
6	Duplo Printing <ul style="list-style-type: none">- Legal Size- Letter/A4 size	
7	Auto Cad Plotting (Tracing Paper) <ul style="list-style-type: none">- Size: 20" x 30"- Size: 24" x 40"	
8	Tarpaulin Printing per square foot <ul style="list-style-type: none">- China made, size (4 x 6 sq. ft.)	

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.

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 specific piece of work, unless, the delay is for justifiable grounds.

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

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:

AND

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 _____ Identification Document Presented _____ Place/Date of Issued _____
ARCIDI S. JUMAANI _____

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 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