



REQUEST FOR QUOTATION

NO. PG-ZAM-02-001

Dated: Feb. 18, 2019

(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 and Delivery of Purified Drinking Water for PPA, PMO-Zamboanga from April 1 to December 31, 2019.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php159,000.00 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 10:00 AM, March 7, 2019, Conference Room, 2nd Floor PPA Administration Building, Port Area, Zamboanga City.

For further inquiries on the procurement to be bid, please contact Ms. Darwisa J. Lipaygo (Head, Secretariat) 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.


ENGR. JOHNSON D. KHO
Chairperson, PMO-ZAMBOANGA-BAC

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

Date of Publication: February 27 to March 7, 2019



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
- B. For Corporation/Cooperative/Partnership
 - a) Mayor's Permit CY2019
 - 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.

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. 2019-02-014

Date: Feb. 19, 2019
 PR No. ZAM-051-19
 Dated Feb. 18, 2019

 (Supplier)

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

Item No.	Qty	Unit	Item Description	No. of Units	No. of Months	Unit cost	Total Cost
1	1	Lot	One (1) Lot Supply and delivery of Purified Drinking Water for PPA, PMO -Zamboanga from April 1 to December 31, 2019				
			1. Supply and delivery on Site of the following:				
			1) Purified Drinking Water in round containers (5 gallons/container) including the provision and free use of its round containers	250	9		
			2) Purified Drinking Water in samll bottles at 500 ml per bottle	100	9		
			2. Repair Service for defective parts including diagnosis and pull-out services of PPA-owned water dispenser (exlusive of parts)	19	1		
			3. Monthly Maintenance/Cleaning of PPA-owned water dispenser	19	9		
			TOTAL				
			ABC - Php159,000.00				

Please submit your quotation on or before 10:00 Am March 7, 2019

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

SAMPLE OF CONTRACT AGREEMENT

THIS CONTRACT made on this ____ day of _____ 2019, 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 LIBERTO C. DELA ROSA, 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 Supply and deliver Purified Drinking Water and Repair Services hereby undertake and agree as follows:

SECTION 1: SCOPE OF WORK:

This scope of this contract shall include services for the supply and delivery of purified water in round containers as detailed below:

ITEM NO.	SCOPE OF WORK
1	Supply and delivery on site of the following: 1.) 2,250 units Purified Drinking Water in round containers (5-gallons/ Container, including its provision and free use of its containers); and 2.) 900 units Purified Drinking Water in small bottles at 500 ml per bottle. Based on actual needs.
2	Repair Service for the defective parts including its diagnosis and pull-out services of PPA-owned water dispenser (exclusive of parts)
3	Monthly maintenance/cleaning of PPA-owned water dispenser.

In case PPA shall request for additional number of round containers and small bottles at 500 ml, the said additional request shall be included in the PPA Account after from the original requirement of 2,250 units round containers and 900 units Bottled Water.

SECTION 2. TERM OF THE CONTRACT:

This Contract shall be effective for the period of NINE (9) months, from April 1, 2019 to December 31, 2019. 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 obligations 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) Supply and deliver door-to-door every Monday and Thursday of the week at the above-stated office address of PPA specifically in the following locations:

Responsibility Units	Location
a. Port One Stop Shop (POSS)	PPA-Administration Bldg., 1 st Floor
b. Finance Division	-do-
c. PSD-Staff	-do-
d. Administrative Division	PPA-Administration Bldg., 2nd Floor
e. Office of the Port Manager	-do-
f. Engineering Services Division (ESD)	PPA-Administration Building, 3 rd Floor
g. Commission on Audit (COA)	-do-
h. OPM-Legal Staff	-do-
i. PSD-Harbor Master	PPA-Administration Building, 4 th Floor
j. Powerhouse	Powerhouse Building, Port Area
k. PSD-Dock	Container Freight Station (CFS) Bldg.
l. Port Police Division(PPD)	PPD Office, Port Area
m. Traveler's Hub (TH)	Traveler's Hub, Port Area

The Purified Water at 500 ml per bottle, shall be ordered on need basis only.

- (c) In cases of repair for the water dispenser, the Supplier can be reached within regular office hours (8:00 AM to 5:00 PM) Monday to Friday and will send their technician within twenty - four (24) hours from the time of notice.
- (d) The expenses for the replacement of minor defective parts in the amount of P1,000.00 and below per unit may also be included.
- (e) The Supplier shall pass the **potability test at least every quarter for the year** as required by City Health Office, Zamboanga City.
- (f) When pulled-out from the office, the Supplier shall return the repaired water dispenser units to PPA.
- Other related services which are not within the scope of work stated – above Shall not be included in this contract.
- (g) The Supplier shall submit the Monthly Statement of Account within the first week of the succeeding month. All expenses incurred for the month shall be indicated on the said statement.
- B.) PPA shall:**
- (a) Process payment upon receipt of the Statement of Account from the Supplier;
- (b) Pay the expenses based on the actual delivery of all purified water and other related services of the Supplier covered by the scope of work.

SECTION 4. CONTRACT PRICE:

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

Scope of Work	Cost Per Unit
1) Supply and delivery on site of the following:	
1.) 2,250 units Purified Drinking Water in round containers (5-gallons/container, including its provision and free use of its containers); and	Php0.00
2.) 900 units Purified Drinking Water in small bottles at 500 ml per bottle. Based on actual needs.	0.00
2) Repair Service for the defective parts including its diagnosis and pull - out services of PPA-owned water dispenser (exclusive of parts)	0.00

This Contract is based on actual delivery and performed work provided by the Supplier and shall be on need 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 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 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:

LIBERTO C. DELA ROSA

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:

<u>Name</u>	<u>I.D. Presented</u>	<u>I.D. No.</u>	<u>Place/Date of Issue</u>
<u>LIBERTO C. DELA ROSA</u>	<u>PPA0115-1979</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 forgoing 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 _____, 2019 at
Zamboanga City.

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

NOTARY PUBLIC