

**REQUEST FOR QUOTATION**

1. The Philippine Ports Authority, Port Management Office - Zamboanga (PPA, PMO-Zamboanga ), through its Bids and Awards Committee for the Procurement of Goods and Services (BAC-PG) , will undertake Procurement through Small Value Procurement for the "One (1) Lot - Supply of Labor and Materials for the provision of various services such as photocopy, blue and white print, binding, tarpaulin printing and duplo printing of PPA, PMO-Zamboanga for CY 2017" in accordance with Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

1. Name of Project: One (1) Lot - Supply of Labor and Materials for the provision of various services such as photocopy, blue and white print, binding, tarpaulin printing, and duplo printing of PPA, PMO-Zamboanga for CY 2017, as detailed below:

Item No.	Qty.	Unit	Scope of Work	Approved Budget for the Contract (ABC) Per Unit
1	1	Lot	One (1) Lot - Supply of labor and materials for provision of the following services:  1. Photocopy (Clear Copy) - Legal Size - Letter/A4 size  2. Blue Print, Standard Size (21"x30")  3. White Print, Standard Size (21"x 30")  4. Binding - Soft Bound, Ordinary Cartolina Cover - Hard Bound  5. Tarpaulin per Foot - China made, per sq. ft. - Japan made, per sq. ft.  6. Duplo Printing - Legal Size - Letter/A4 size	Php100,000.00

2. Purchase Request (PR) Reference Number: PR No. 2017- 048 dated 01-30-17

3. Delivery Period: April 1- December 31, 2017

4. Source of Fund: PPA Corporate Fund

2. The duly accomplished prescribed form or certified true copy of the following documents must be placed in two (2) sealed envelopes and submitted in accordance with Item No. 3 hereof:

Contents of First Envelope:

1. Duly Accomplished Pre-Qualification State Form
2. Valid Mayor's Permit
3. Certificate of Philgeps Registration
4. Certificate of Registration of Business Name (DTI/SEC or CDA)
5. BIR- VAT or Non-Vat Registration Certificate
6. Latest BIR Income Tax Return - CY 2015

Content of Second Envelope:

7. Duly Accomplished Price Quotation Form - Annex "A"

Non-submission of any of the above documentary requirements shall be a ground for disqualification.

Supplier(s) who had submitted their eligibility documents may submit, in lieu of the above-stated documents, a "Certification" issued by the BAC-PG Chairperson, together with any lacking documentary requirement (sealed in an envelope) and the Accomplished Price Quotation Form - Annex "A" (sealed in a separate envelope).

3. All quotations may be submitted by mail, courier or hand carried on or before 2:00 PM of March 10, 2017 to the Supply Unit, Second Floor, Administration Building, Philippine Ports Authority, PMO-Zamboanga, Zamboanga City addressed to:

**MR. EMILIANO M. ESPARAGUERA, JR.**

Chairperson, BAC-PG  
Philippine Ports Authority  
PMO-Zamboanga  
Port Area, Zamboanga City

4. Quotations submitted after the deadline shall **NOT** be accepted; Price quotation in excess of the ABC shall be automatically disqualified.
5. All quotations shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotation and shall be inclusive of the applicable Value Added Tax (VAT).
6. The items mentioned above are grouped in one (1) lot and that the evaluation and contract award shall be **based on a lot basis**. There should be complete entries of price quotations for the items enumerated that compose the whole lot. Bidders who submit documents with incomplete entries of price quotations for the said lot shall be disqualified.
7. The said procurement shall be awarded to the supplier determined to have submitted the complete documents and with the lowest calculated and responsive quotation.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the Supplier or his/her authorized representative.
9. Prospective bidder shall be a duly licensed Filipino Citizen/Sole Proprietorship, Partnership, Corporation, or Cooperative duly organized under the laws of the Philippines or a Joint Venture, with at least sixty (60%) interest or outstanding capital stock belonging to Filipino Citizens.
10. PPA, PMO-Zamboanga reserves the right to reject any or all quotations at any time prior to award of the procurement without thereby incurring any liability to the affected proponents and to waive any minor defects therein, and to accept quotation as may be considered advantageous to the government.
11. For further inquiries, please contact the BAC Secretariat, **Ms. Ma. Naty D. Mariano/Ms. Karen Kay O. Rivero**, at Tel nos. (062)-991-2360 and (062) 991-2037.

  
**EMILIANO M. ESPARAGUERA, JR.**  
BAC-PG Chairperson

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