



REQUEST FOR QUOTATION

NO. PG-ZAM-02-007

Dated: Feb. 27, 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, March 10, 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. 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.

A handwritten signature in black ink, appearing to read "MEP", is positioned above the name of the Chairperson.

MARIA ELENA P. FLORES
Chairperson, PMO-ZAMBOANGA-BAC

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

Date of Publication: March 2 - 10, 2020

PHILIPPINE PORTS AUTHORITY
 Port Management Office-Zamboanga
 R. T. Lim Boulevard, Port Area
 Zamboanga City
 Telephone No. (062) 991-2037

CANVASS FORM
 NO. 2020-02-032

Date: Feb. 27, 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
			Sub-Total			
			11 Vehicle Tune Up	9		
			Multiply by the No. of Times in a year			x 2
			Sub-Total			
			12 Bolt Tightening	3		
			Multiply by the No. of Times in a year			x 27
			Sub-Total			
			Grand Total			
			ABC - Php409,000.00			

Please submit your quotation on or before 2:00 PM March 10, 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



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 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.