



REQUEST FOR QUOTATION

NO. PG-ZAM-2023-04-010

Dated: April 3, 2023

(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 and white printing, binding, Riso/Duplo printing, CAD plotting, tarpaulin printing, notepad and calling card printing, printing of signage on Acrylic Board and fabrication of temporary vehicle plate for the official service vehicle of PPA, PMO-Zamboanga from July 1 to December 31, 2023.**

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of **Php510,500.00** 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, April 24, 2023, 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 Head for Goods & Services) 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.

ARTHUR B. NOGAS

Chairperson, PMO-ZAMBOANGA-BAC

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

Date of Publication: April 17-24, 2023



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 together with the price quotation in One (1) sealed envelope during the Opening of Quotation:

- A. For Individual(s)/Sole Proprietorship
 - a) BIR Certificate of Registration
 - b) PhilGeps Registration or print-out of organization information page indicating Philgeps Registration Number
 - c) Income /Business Tax Return CY 2022
 - d) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)
 - B. For Corporation/Cooperative/Partnership
 - a) Mayor's Permit CY 2023
 - b) PhilGeps Registration or print-out of organization information page indicating Philgeps Registration Number
 - c) Income /Business Tax Return CY 2022
 - d) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)
 - C. Certificate of Platinum Membership may be submitted in lieu of items a & b of the above requirements.
 - D. Eligibility Certificate issued by the Office may be submitted in lieu of items a & b of the above requirements if the Supplier/s have already submitted items a & b previously and filed with the Office.
 - E. Supplier/s who may not be able to complete the submission of the above-mentioned requirements during the opening of sealed quotation, shall be allowed to submit the lacking requirements within three (3) days upon receipt of Notice of Bid Results.
 - F. Failure to comply the above-mentioned requirements within the prescribed period shall constitute cancellation of award to the winning bidder.
3. Sealed Quotation Envelope shall be submitted before the deadline as indicated in the Request for Quotation. 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 Ninety-two (92) 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. 2023-04-029

Date : April 3, 2023
PR No. : ZAM-072-2023
Dated: April 3, 2023

(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	Lot	One (1) Lot Supply of Labor and Materials for the Provision of various services such as photocopy, blue and white printing, binding, Duplo/Riso printing, colored printing, CAD plotting, tarpaulin printing, notepad and calling card printing and printing of signage on Acrylic Board and fabrication of temporary vehicle plate for the official service vehicle of PPA, PMO - Zamboanga from July 1-Dec. 31, 2023.			
1		sheet	Photocopy (Clear Copy)			
		sheet	- Legal Size	200		
		sheet	- Letter/A4 size (B/W)	9,545		
2		sheet	Blue Printing			
		sheet	- 20" x 30" (Non ammonia)	5,212		
		sheet	- 36" x 48" (Non ammonia)	60		
3		sheet	White Printing			
		sheet	- 20" x 30" (B/W) Non acid paper)	300		
		sheet	- 36" x 48" (B/W) Non acid paper)	120		
4		sheet	Colored Printing (Letter/A4 size)	100		
5		piece	Binding			
		piece	- Soft Bound, Ordinary Cartolina cover	15		
		piece	- Spiral (Bidding documents)	72		
6		ream	Riso/Duplo Printing			
		ream	- Legal Size	25		
		ream	- Letter/A4 size	35		
7		sheet	Cad Plotting			
		sheet	- 20" x 30" (Non acid tracing paper)	444		
		sheet	- 36" x 48" (Non acid tracing paper)	30		
8		sq. foot	Tarpaulin Printing			
		sq. foot	- China made, per sq. ft.	530		
9		pad	Notepad Printing (5" x 8" size)	20		
10		piece	Calling Card Printing	700		
11		piece	Fabrication of Car Plate (Temporary Plate)	3		
12		sq. inch	Printed Signage on Acrylic Board	13,392		
13		sheet	Brochure Printing	400		
14		piece	Advertizing Board/Synthra Board	8		
			ABC - Php510,500.00			

Please submit your quotation **on or before 2:00 PM April 24, 2023.**

Very truly yours,


REINA MECHELLE A. RENTUTAR
Procurement Officer B
Canvasser


FRANCISCA CLARISSA P. DAGOY
Administrative Division Manager

NOTE: Please fill-up Form A and the Detailed Schedule of Costing
Per Services 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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]