

REQUEST FOR QUOTATION

NO. PG-ZAM-2019-05-001

Dated: May 2, 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, Delivery and Installation of One (1) Unit Digital Color Copier Machine.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php140,000.00 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, May 17, 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.


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

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

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PORT MANAGEMENT OFFICE-ZAMBOANGA

R. T. Lim Boulevard, Zamboanga City 7000, PO Box No. 360
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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.
 - 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. 2019-05-051

May 2, 2019

Date:
JO/PR

Number:

PR No. ZAM-765-19

Dated : 04-30-19

(Supplier)

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

| Item No. | Qty | Unit | Articles | Total Cost |
|----------|-----|------|---|------------|
| 1 | 1 | Lot | <p>One (1) Lot Supply , Delivery and Installation of One (1) Unit Digital Color Copier Machine with the following specifications:</p> <ul style="list-style-type: none"> - Digital Color Copier Machine with built-in Network Laser printer and Network color scanner - Copy/print speed of 24 copies per minute - 50 scan per minute color/mono - HyPas Solution Platform - 4.3inch Touchscreen color panel - Drum copy life is 200,000 copies - Automatic Back-to-back copy/print/Scan - 2 X USB host printing/scanning (usb direct printing and scanning w/o using PC) - Built-in Job Separator, built-in Duplex printing - Built-in Reversing Document Processor - Built-in Wifi Direct/Wireless LAN - Power Consumption: Ready Mode: 60W, Sleep Mode: 0.5W - Paper /size: letter, legal, A3, A4 , Ledger - Copy Memory is 1.5GB. Max 3GB - Printer Resolution: 1200X1200DPI. - Copy/Scan:600x600DPI - Paper Capacity of 1 x 500 sheets universal paper cassette and 100-sheets multi-purpose tray <p>Terms and Conditions:</p> <ol style="list-style-type: none"> 1. Approved Budget for the Contract (ABC)- Php140,000.00 2. Term of Payment - 100% Payment upon completion of delivery of items 3. Delivery Period: Within Thirty (30) Calendar Days 4. Warranty: Lifetime Free Service 5. Quotations should be submitted in a sealed envelope <p>Please submit your quotation on or before 10:00 AM May 17, 2019.</p> | |



MELANIE C. BARRIOS

Procurement Officer B

Canvasser

FRANCISCA CLARISSA P. DAGOY

Admin Division Manager



NOTE: Please fill-up **Form A** and

submit it 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 quoted: _____

Price Valid _____

for: _____

AFFIDAVIT

1. *[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 *[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:)]*;

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;

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

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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[Place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

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