



**REQUEST FOR QUOTATION  
(SMALL VALUE PROCUREMENT)**

The Philippine Ports Authority, Port Management Office of Zamboanga, Bids and Awards Committee invites suppliers to submit price quotations for the One (1) Lot - Supply and delivery of Eight (8) units Cabinet, Steel, Mobile for PPA, PMO-Zamboanga.

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of Php60,000.00 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, August 24, 2018, Conference Room, 2<sup>nd</sup> Floor PPA Administration Building, Port Area, Zamboanga City.

For further inquiries on the project 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](http://www.ppa.com.ph)  
PhilGeps Website: [www.philgeps.net](http://www.philgeps.net)  
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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 30<sup>th</sup> May 2017. (For ABCs below 500K)

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 CY2018
    - b) PhilGeps Reg. 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.
  - 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 unit price, total cost and the total price quotation/s or offer/s of the invited supplier/s for the required no. of month/s as indicated in the said canvass form. 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

FORM A

**CANVASS FORM**  
 \$ 2018-08-128

Date: August 8, 2018  
 JO/PR \_\_\_\_\_  
 Number: PR No. ZAM-718-18  
 Dated 08-04-18

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Supplier)

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

Item No.	Qty	Unit	Articles	Unit Cost	Total Cost
1	8	units	Cabinet, Steel, Mobile with the following specifications: Wheels : 5 wheels      Loading Capacity: 25-35kg/drawer Drawers: 3 drawers      Size: H650*W380*D500MM Color: Beige		
			<b>Terms and Conditions:</b> 1. Approved Budget for the Contract (ABC) – Php60,000.00 2. Term of Payment - 100% Payment upon completion of delivery of items 3. Delivery Period: Within Forty-five (45) Calendar Days 4. Warranty: Defective items shall be replaced immediately with new and in good condition 5. Quotations should be submitted in a sealed envelope 6. Attach brochures x-x		

Please submit your quotation on or before 10:00 AM August 24, 2018.

Very truly yours,

*Melanie C. Barrios*  
**MELANIE C. BARRIOS**  
 Procurement Officer  
 Canvasser

*Francisca Clarissa P. Dagoy*  
**FRANCISCA CLARISSA P. DAGOY**  
 Admin Division Manager

The above price/s and/or quotation/s for the article/s you wish to purchase/repair is/are available within 30 days from the date of quotation.

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 quoted: \_\_\_\_\_  
 Price \_\_\_\_\_  
 Valid for: \_\_\_\_\_  
 Terms: \_\_\_\_\_

