REQUEST FOR QUOTATION
NO. PG-ZAM-2021-09-028
Dated: September 24, 2021
(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 installation of Forty-two (42) Panels Combi Blinds, Fabric made with crystal chain of various dimensions for use of 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 Php200,000.00 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, October 08, 2021, 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: October 01-08, 2021

PORT MANAGEMENT OFFICE – ZAMBOANGA
R.T. Lim Boulevard, Zamboanga City 7000, Philippines
PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; 991-0650 TeleFax (062) 991-2360;
Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph

PHILIPPINE PORTS AUTHORITY

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) Income /Business Tax Return CY 2020
      d) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)

   B. For Corporation/Cooperative/Partnership

      a) Mayor's Permit CY 2021
      b) PhilGeps Registration Number
      c) Income /Business Tax Return CY 2020
      d) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)

   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 Certificate 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 within three (3) days upon receipt of Notice of Bid Results.

   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.

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 ...

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

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X_____x

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2021, _____, Philippines, Affiant/s is/are personally known to me and was/were identified by through competent Evidence of Identity as defined by Rules of Notarial Practice. Affiants/s exhibited to me his/her_____ issued on _____.

WITNESS MY HAND AND NOTARIAL SEAL this _____day of _____in _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No._____
Book No_____
Series of 2021_____

FORM A

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

CANVASS FORM
NO. 2021-09-122

____
____
____
(Supplier)

Date: Sept. 20, 2021
PR No. ZAM-269-2021
Dated: Sept. 20, 2021

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

Item No.	Qty	Unit	Item Description	No. of Panel	Unit cost Per Panel	Total Cost
1	1	Lot	One (1) Lot Supply of Labor and Materials for the installation of Forty-two (42) Panels Combi Blinds , Fabric made with crystal chain of various dimensions for use of PPA, PMO-Zamboanga.			
			Location — **Color**			
			Server Room — Beige	2		
			COA Room — Beige	8		
			Harbor (4th Floor) — Blue Grey	12		
			Powerhouse — Light Grey	5		
			Port Police Division — Light Brown	15		
			Total	42		
			(Please see attached schedule of dimensions per location and attached sample picture)			
			Terms and Conditions: 1. Approved Budget for the Contract (ABC) - Php200,000.00 2. Term of Payment - 100% Payment upon completion of delivery of items 3. Delivery Period: Within Forty-five (45) Calendar Days 4. Quotations should be submitted in a sealed envelope x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x			
			TOTAL			

Please submit your quotation **on or before 2:00 PM October 08, 2021.**

Very truly yours,

MELANIE C. BARRIOS
GSO/Acting Procurement Officer B
Canvasser

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

PHILIPPINE PORTS AUTHORITY
PMO - ZAMBOANGA

SCHEDULE OF DIMENSIONS AND COLOR

Responsibility Center	Unit	Qty.	In Inches			Unit Price	Total	Color
			Width	x	Height			
Server Room	Panel	2	30	x	39			
COA Office	Panel	1	41	x	66			
	Panel	1	32	x	44			
	Panel	1	71	x	66			
	Panel	1	33	x	45			
	Panel	1	99	x	56			
	Panel	1	98	x	53			
	Panel	1	34	x	45			
	Panel	1	83	x	53			
Harbor Office	Panel	1	70	x	55			
	Panel	1	67	x	54			
	Panel	1	61	x	54			
	Panel	1	49	x	39			
	Panel	1	32	x	19			
	Panel	1	23	x	32			
	Panel	3	67	x	60			
	Panel	1	78	x	60			
	Panel	1	38	x	20			
	Panel	1	98	x	60			
Power House	Panel	1	86	x	54			
	Panel	1	33	x	31			
	Panel	1	86	x	54			
	Panel	1	94	x	54			
	Panel	1	22	x	31			
Port Police Office	Panel	1	83	x	65			
	Panel	1	30	x	39			
	Panel	1	30	x	42			
	Panel	1	51	x	76			
	Panel	1	31	x	43			
	Panel	1	45	x	79			
	Panel	2	55	x	26			
	Panel	1	50	x	49			
	Panel	1	51	x	49			
	Panel	1	51	x	53			
	Panel	1	50	x	53			
	Panel	1	43	x	51			
	Panel	1	49	x	49			
	Panel	1	56	x	51			
TOTAL	Panels	**42**						
ABC - P200,000.00								

SUBMITTED BY:

_____
Name of Supplier

_____
Address

Carrier