



REQUEST FOR QUOTATION
NO. PG-ZAM-2024-10-20
Dated: October 14, 2024
(SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, Port Management Office of Zamboanga, Bids and Awards Committee invites suppliers to submit price quotation for the **Procurement of One (1) Lot Supply of Labor and Materials of Two (2) units High Volume Low Speed Industrial Fan for PTB Port of Zamboanga, Zamboanga City.**

Enclosed herewith are the Canvass Form and the Instruction to Suppliers. Bids/Quotations received in excess of the ABC in the amount of **Php 199,980.00** 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 24, 2024 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. Reina Mechelle A. Rentutar (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.


JEZREL J. GESULGON
Chairperson, PMO-ZAMBOANGA-BAC *g*

PPA website: www.ppa.com.ph
PhilGeps Website: www.philgeps.net
Date of Publication: October 17-24, 2024

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

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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) Certified True Copy BIR Certificate of Registration
- b) PhilGeps Registration or print-out of organization information page indicating PhilGeps Registration Number
- c) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)

B. For Corporation/Cooperative/Partnership

- a) Certified True Copy Mayor's Permit/Business Permit CY 2024
- b) PhilGeps Registration or print-out of organization information page indicating PhilGeps Registration Number
- c) Duly Notarized Omnibus Sworn Statement (refer to attached prescribed format)
- d) Income /Business Tax Return CY 2023

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 One Hundred Eighty-Four (184) 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.

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

CANVASS FORM
NO. 2024-10-118

Date : October 14, 2024
PR No. : ZAM-437-2024 (M)
Dated : September 2, 2024

Supplier)

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

Item No.	Unit	Item Description	Qty	Unit cost	Total Cost
1	units	Procurement of One (1) Lot Supply of labor and Materials of Two (2) units High Volume Low Speed Industrial Fan for PTB Port of Zamboanga, Zamboanga City Specification: *10 ft (3m) *Max. Speed: 110 RPM *Max. Air Volume: 5100m3/min. *Power: 0.2 kw * Input Voltage: 220V/1P *Noise Level: 43db *Weight: 44Kg Note: Please attached Scope of Work ABC: Php 199,980.00	2		

Please submit your quotation **on or before 2:00 PM October 24, 2024.**

Attached is the Sample of Contract Agreement of the above-mentioned procurement for your information and guidance.

Very truly yours,


REINA MECHELLE A. RENTUTAR
Acting Supervising Supply Officer
Canvasser


ASHAR Y. HADJIRUL
Acting Administrative Division Manager

NOTE: Please fill-up Form A and submit in

THE BAC, Chairperson
PPA, PMO-Zamboanga
Port Area, Zamboanga City

AUTHORIZED SIGNATURE

Name of Supplier/Firm/Company

Date



BAGONG PILIPINAS

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Project Title: Supply of Labor and Materials for the Installation of High-Volume Low-Speed (HVLS) Industrial Fan

PR No. ZAM-437-2024 (M)

Location: Passenger Terminal Building, Port of Zamboanga, Zamboanga City

ABC: Php 199,980.00

Mode of Procurement: 53.9 Small Value Procurement

1. General Description

This project involves the procurement, delivery, and installation of a high-volume, low-speed (HVLS) industrial fan at the Passenger Terminal Building, Port of Zamboanga. The installation aims to improve air circulation within the terminal, enhancing comfort for passengers and staff.

2. Scope of Work

The scope of work for this project includes, but is not limited to, the following:

2.1 Supply of Materials

- Provide all materials necessary for the installation of one (1) unit high-volume, low-speed (HVLS) industrial fan, including:
 - HVLS industrial fan with a minimum diameter of **ten (10) feet (3.0m)**
 - Mounting brackets, hardware, and accessories required for installation
 - Electrical components, such as wiring, circuit breakers, and control switches
 - Any additional components as required to ensure proper functionality and safety of the installed fan

2.2 Supply of Labor

- Provide skilled labor for the installation of the HVLS industrial fan, including:
 - Proper mounting of the fan unit onto the designated structure
 - Electrical wiring and connections, including integration into the building's electrical system
 - Testing and commissioning of the HVLS fan to ensure proper operation
 - Any adjustments required to ensure optimal performance

2.3 Installation Timeframe

- Installation of the HVLS industrial fan shall be carried out **from 6:00 PM onwards**, to avoid disruptions to terminal operations and passenger movement during peak hours.
- The winning bidder is expected to strictly adhere to this schedule to ensure minimal inconvenience to terminal activities.

2.4 Site Preparation and Clean-up

- Conduct pre-installation site inspection to ensure readiness for installation.
- Coordinate with the Passenger Terminal Building management to facilitate smooth installation.
- Ensure the work area is cleaned up after installation, and any debris or materials used are properly disposed of.

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2.5 Warranty and After-Sales Support

- Provide a **warranty period of at least Six (6) months** for the HVLS fan and its installation.
- Include a provision for **after-sales support** in case of malfunction or defects during the warranty period.

3. Project Timeline

- The project, including supply, installation, testing, and commissioning, should be completed within **Sixty (60) calendar days** from the date of issuance of the Notice to Proceed (NTP).

4. Payment Terms

- Payment shall be made in accordance with the terms specified in the contract and subject to the completion of the installation and acceptance by the Philippine Ports Authority, PMO-Zamboanga.

5. Other Conditions

- The winning bidder shall secure all necessary permits and clearances related to the installation, if required.
- Safety measures must be strictly observed during the installation process to avoid any accidents or damage to property.

Prepared by:


REINA MECHELLE A. RENTUTAR
Acting Supervising Supply Officer

Reviewed by:


AISHARY Y. HADJIRUL
Acting Admin. Division Manager

Approved by:


ARCIDI S. JUMAANI
Port Manager

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ACKNOWLEDGEMENT RECEIPT OF BID/CANVASS PAPERS

This is to certify that I have received from the canvasser of the Philippine Ports Authority, this City, a copy of Canvass/Bid No. 2024-10-118 dated October 14, 2024 as indicated by my signature hereunder.

Dealer or Bidder (Company name)	Print Name (Representative)	Signature of Bidder	Contact No.	Date

I hereby certify that I have delivered a copy of Canvass/Bid No. 2024-10-118 dated October 14, 2024 to be opened on October 24, 2024 to the above dealers/bidders.


REINA MECHELLE A. RENTUTAR
Name & Signature of Canvasser

Schedule of Procurement of Activities

Code (PAP)	ZAM-437-2024 (M)
Procurement Program/Project	Procurement of One (1) Lot Supply of Labor and Materials of Two (2) units High Volume Low Speed Industrial Fan for PTB Port of Zamboanga, Zamboanga City
Project Duration (in calendar days)	60 Calendar Days
PMO/End-User	PMO Zamboanga
Mode of Procurement	Small Value Procurement
Posting of RFQ	October 17-24, 2024
Submission of Quotation	October 24, 2024, not later than 2:00PM
Opening of Bids	October 24, 2024, 2:00PM
Bid Evaluation	October 25, 2024, 2:00PM
Post Qualification	October 30, 2024
Notice of Award	October 31, 2024
Contract/Purchase Order Preparation/Signing	November 04, 2024
Contract/Purchase Order Approval	November 05, 2024
Notice to Proceed	November 06, 2024
Delivery/Start of Project	November 07, 2024
Completion	January 06, 2025
Source of Funds	PPA Corporate Funds
Estimated Contract Cost	Php 199,980.00 (inclusive of 12% VAT)

Prepared by:


REINA MECHELLE A. RENTUTAR
TWG Head for Goods & Services

Approved By:


JEZREL J. GESULGON
Chairperson, PMO-Zamboanga BAC