



BAGONG PILIPINAS

REPUBLIC OF THE PHILIPPINES
PHILIPPINE PORTS AUTHORITY
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

**PHILIPPINE
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REQUEST FOR QUOTATION

NO. PG-ZAM-2025-11-076

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga), through its Bids and Awards Committee intend to procure “ **Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-Conditioning Units of PPA, PMO-Zamboanga**” with an Approved Budget for the Contract of **Php 149,340.00** in accordance with Sec. 53.9, Negotiated Procurement-Small Value Procurement, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly submit your duly signed BID/Quotation Form, along with the Terms and Conditions and all required documents, no later than **November 11, 2025, at the Conference Room, 2nd Floor, PPA Administration Building, Port Area, Zamboanga City.**

- 1. Business/ Mayor's Permit 2025**
- 2. PhilGEPS Registration Number /Valid PhilGEPS Platinum Certificate**
- 3. Original Duly Notarized Omnibus Sworn Statement** and if applicable, *Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.*

You may submit the required documents and quotation in a sealed envelope by courier or physically at the address:

JEZREL J. GESULGON

BAC- Chairperson

Philippine Ports Authority

Port Management Office of Zamboanga

RT Lim Boulevard, 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)* Tel. No. (062) 991-2037 loc. 111 or 112.

The Head of Procuring Entity (HOPE) of 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, BAC, PMO-ZAMBOANGA

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, 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

INTEGRATED MANAGEMENT SYSTEM





ANNEX "A"

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TERMS AND CONDITIONS

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. Failure to comply with the instruction and to submit the above-mentioned requirements shall be ground for disqualification.
3. Late submission of quotation envelope shall not be accepted and Price Quotation in excess of ABC shall be automatically disqualified.
4. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. All price quotations shall be valid for a period of **Forty-Five (45) calendar days** from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
6. 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.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06 2005.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. Payment shall be processed after delivery and upon the submission of the required supporting documents, i.e., Billing Statement, Delivery receipt, by the supplier, in accordance with existing government accounting rules and regulations.
10. Liquidating damages equivalent to one-tenth of one (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA, PMO-Zamboanga may terminate the contract/PO once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The Request for Quotation (RFQ), Purchase Order (PO), and all other related documents pertaining to the aforementioned procurement projects shall be deemed an integral part of the Contract.

CONFORME:

Signature Over Printed Name
(Authorized Representative)

Position/Designation

Tel. No./Email address

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BIDFORM/PRICE QUOTATION FORM
2025-11-125

Date

JEZREL J. GESULGON
Chairperson, PMO-Zamboanga
Philippine Ports Authority
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

Sir:
After having carefully read and accepted the Terms and Conditions of this RFQ , I/We submit our Quotation/s for the items as follows:

			Inclusive of 12% VAT			
Item	Unit	Description/Technical Specifications	Statement of Compliance (Please state' Comply" or "Not Comply" for each specification)	Total Quantity	Unit Price	Total Amount
	1 LOT	Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Airconditioning Units of PPA, PMO- Zamboanga.		4		
		Parts Replacement				
	unit	Compressor 3.0 TR		4		
	piece	Filter Drier 3/8		4		
	piece	Capacitor 60 UF/450 VAC		4		
	piece	Capacitor 7.5 UF/450 VAC		4		
	piece	Magnetic Contactor 30AMP		4		
		Labor				
	lot	Leak Testing				
	lot	Flushing				
	lot	Vacuuming				
	lot	Recharging of Freon and Leak				
	lot	Installation of parts				
Schedule of Completion:						
Complete Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Airconditioning Units within Fifteen (15) calendar days upon receipt of Purchase Order.						
				Total Amount		
		Total Amount in Words:				

Very truly yours,

Signature Over Printed Name
(Authorized Representative/Owner)

Position/Designation

Name of Company

Company Address

Contact Number



TERMS OF REFERENCE

I. PROJECT TITLE

Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-conditioning Units of PPA, PMO-Zamboanga

II. OBJECTIVES

- a.) To restore and maintain the optimal performance of the four (4) floor-mounted air-conditioning units at PPA, PMO-Zamboanga.
- b.) To engage a qualified service provider to carry out the necessary repair, maintenance, and installation works ensuring efficiency, reliability, and a comfortable working environment for the agency's personnel and its clients.

III. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract (ABC) for this project is One Hundred Forty-Nine Thousand Three Hundred Forty Pesos (Php 149,340.00) only. Inclusive of all applicable government taxes.

IV. PROJECT DURATION

The project shall be completed within Fifteen (15) calendar days upon the receipt of Notice to Proceed/ Purchase Order.

V. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement- Small Value Procurement (SVP) as provided for in Sec. 53.9 of the Revised IRR of RA 9184.

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VI. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service provider must possess the necessary experience, qualifications, and expertise in providing the Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-conditioning Units.

1. Experience:

At least Five (5) years of experience in the cleaning and maintenance of air conditioning units for government agencies, corporate clients, or similar large organizations.

2. Eligibility Requirements:

- Valid Mayor's Permit
- PhilGEPS Red Registration Number/Valid Platinum Registration Certificate
- BIR Certificate of Registration (2303)
- Omnibus Sworn Statement (Annex A)

Other Documents to be submitted before post-qualification

- License to Operate as a service provider for Aircon Services
- Valid and current National Certificate II and III in Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA)
- SEC or DTI Certification to prove that it has been engaged in the business for at least Five (5) years.
- Latest Certificate of satisfactory services for at least 3 clients, government and/or private.

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3. Capacity:

- The service provider shall assign an adequate number of qualified and competent technicians to undertake the required tasks. All technicians must be duly authorized, well-trained, properly equipped, and organized to perform all work in compliance with the project's terms, conditions, and timeline.

VII. SCOPE OF WORK

1. The Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-conditioning Units shall include the following:
 - a.) Labor- The scope of work covers the proper dismantling and installation of defective Compressor unit, Capacitor, filter drier, magnetic contactor, leak testing, flushing, vacuuming, repair of the leak, and recharging of Freon.
 - b.) Materials- The project shall include the supply of four (4) compressor 3.0 TR for Carrier units, eight (8) Capacitor, four (4) filter drier, and Four (4) magnetic contactor. All materials must be brand new and compliant with industry standards. The service provider shall ensure that all materials used conform to the minimum specifications prescribed by the air-conditioning unit and comply with the latest provisions of the Philippine Electrical Code.
2. The service provider shall be accountable for ensuring the security and safekeeping of all materials and equipment prior to and throughout the duration.
3. The service provider shall maintain the work area in an orderly condition at all times, ensuring it is free from the accumulation of debris, scraps, and waste materials.
4. All technician shall wear the required personal protective equipment (PPE) at all times while on the port premises.

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VIII. WARRANTY

The service provider shall provide a one (1) year warranty on parts and three (3) months labor covering defects in materials or workmanship under normal use, effective from the date of final acceptance. The warranty includes free repair, servicing, or replacement of defective parts caused by factory defects or workmanship, at no additional cost to the Procuring Entity.

IX. TERMS OF PAYMENT

Philippine Ports Authority, Ports Management Office of Zamboanga (PPA, PMO-Zamboanga) shall pay the service provider upon completion of the services rendered and upon receipt of the statement of account/Billing statement and other submittals required in the service contract.

X. RESERVATION CLAUSE

Philippine Ports Authority, Ports Management Office of Zamboanga (PPA, PMO-Zamboanga) reserves the right to accept or reject any end all bids, declare a failure of procurement, or not award the contract at any time before contract award, in accordance with Section 41 of R.A 9184 and its IRR, without there by incurring any liability to the affected bidder or bidders.

Prepared by:

NECITA B. HALIM
Acting Procurement Officer B

Reviewed by:

AISHAR Y. HADJIRUL
Division Manager A

Approved by:

ARCIDI S. JUMAANI
Port Manager

CONFIRMED:

NAME & SIGNATURE

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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 **Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-Conditioning Units of PPA, PMO-Zamboanga** 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 **Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-Conditioning Units of PPA, PMO-Zamboanga** 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 **Supply of Labor, Delivery, Installation, and Materials for the Repair and Maintenance of Four (4) Floor Mounted Air-Conditioning Units of PPA, PMO-Zamboanga.**
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]



ACKNOWLEDGEMENT RECEIPT OF BID/CANVASS PAPERS

This is to certify that I have received from the canvasser of the Philippine Ports Authority, PMO-Zamboanga this City, a copy of Canvass /**Bid No. 2025-11-125** dated November 07, 2025 as indicated by my signature hereunder.

Bidders/Supplier's (Company Name)	Print Name (Representative)	Signature of Bidder	Contact Number	Date Received

I hereby certify that I have delivered a copy of Canvass/Bid No. 2025-11-125 dated November 07, 2025 to be opened on **November 11, 2025 at 2:00 PM** to the above dealers/bidders.

NECITA B. HALIM
Acting procurement Officer
Canvasser

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