Philippine Ports Authority
Port Management Office of Marinduque/Quezon

BIDS AND AWARDS COMMITTEE FOR ENGINEERING PROJECTS

INSTRUCTIONS FOR SUBMISSION OF PRICE QUOTATION

I. Bidders shall submit to the Bids and Awards Committee, through the Secretariat, their price quotation on or before the published deadline. Price Quotation submitted/received after the published deadline shall be marked "LATE" and shall not be accepted.

II. Bidders shall submit their quotations/proposals using the specified Price Quotation Form in **sealed envelope**.

III. The **Sealed Envelope** shall contain the following documents:
1. Request for Quotation/Canvass Form
2. Detailed Estimate
3. Certificate of Availability of Equipment
4. PCAB License
5. Current Mayor's Permit
6. Certificate of PhilGEPS Registration
7. Latest Income or Business Tax Returns
8. Omnibus Sworn Statement

IV. Bidders shall submit their quotations/proposals using the supplied in Price Quotation Form. Bidders must use and properly accomplished all supplied forms without alterations to their format. Substitute forms shall not be accepted. Bidders shall fill out all the supplied forms legibly and shall likewise attach clear and legible copies of supporting documents. Any valid only if signed or initialed by the authorized signatory.

V. All attached photocopied supporting documents must be marked or stamped **"certified true copy"** by the issuing agency/office/entity and duly signed by the responsible official of said agency/office/entity.

If the original copy of the documents is in the possession of the bidder, the photocopies of such documents must be marked or stamped "certified true copy" duly signed by the bidder/authorized signatory.

VI. Bidders shall use A4 size bond paper in their Price Quotation (Bid Proposal) except original copies of documents from other agencies/entities that must be attached to the Price Quotation.

1. Bidders shall submit five (5) sets (one original and 4 clear copies) of Price Quotation (Bid Proposal). All sets/copies shall be properly screw-bound, ring-bound, combo-bound, fastener-bound or stapler-bound.

2. The envelope containing the Price Quotation (Bid Proposal) shall then be placed in a single envelope, duly sealed and with the following markings:

   a) Name of the Contract to the Bid
   b) Name and address of Bidder
   c) Name and address of Procuring Entity
   d) Shall bear the warning "DO NOT OPEN BEFORE *(the scheduled time and date of the opening of bids)*".

VII. Bidders of their duly authorized representatives are enjoined to attend the opening of the Price Quotation, the date and time of which are indicated in the Request for Quotation. Bidders' authorized representatives should present a written authority (from the concerned Bidder-Firm) to be allowed to attend the meetings/proceedings. Failure to present the written authority shall result to non-recognition of the bidders' representatives during BAC meetings/proceedings.

VIII. For the clarification regarding the above instructions, please visit or call the Contact Person/s indicated in the Request for Quotation.