

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 03/28/2024

Quotation No. 2025-015

Company Name: _____

Address: _____

Business Name: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number (required prior to award) : _____

Please quote your **lowest price** on the item/s listed below, subject to the General Conditions set on this document, and submit your quotation duly signed by your representative not later than **9:00AM of 04 April 2024** in the return envelope attached herewith. **(For VAT registered entities, quotation should be VAT-inclusive)**


RUBEN MARIA O. G. MAPON
BAC Chairperson/Port Services Division Manager

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN
 2. DELIVERY PERIOD WITHIN **14 DAYS** UPON RECEIPT OF THE APPROVED FUNDED P.O.
 3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
 5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF APPLICABLE
 7. APPROVED BUDGET FOR THE CONTRACT (ABC): Php 179,200.00
 8. **FOR SMALL VALUE PROCUREMENT WITH ABCs ABOVE Php50K, THE BIDDER WITH LOWEST QUOTED PRICE SHALL SUBMIT A DULY NOTARIZED OMNIBUS SWORN STATEMENT (OSS) AS REQUIRED UNDER THE 2016 REVISED IRR OF RA 9184. THE BIDDER SHALL SUBMIT THE OSS BEFORE THE ISSUANCE OF PURCHASE ORDER. FAILURE TO SUBMIT WITHIN 7 WORKING DAYS UPON RECEIPT OF THE NOTICE OF AWARD SHALL BE GROUND FOR A FORFEITURE OF THE P.O. AND SHALL BE AWARDED TO THE NEXT LOWEST BIDDER.**
 9. **FOR DIRECT CONTRACTING, THE SUPPLIER SHALL POST A WARRANTY SECURITY FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES (SEE ATTACHED: FORMS OF WARRANTY SECURITY.)**

Instructions:

- (1) Accomplish this RFQ correctly and accurately; (2) Do not alter the contents of this form in any way; (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation; (4) Failure to follow these instructions will disqualify your entire quotation.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
Procurement of Other Supplies for the 1st Quarter of CY 2025.					
1	Dust Pan, Long Handle, with rubber edge, heavy duty	15	PC		
2	Broom Stick	50	PC		
3	Stainless Steel Indoor Standing flagpoles at least 2 meters	3	PC		

4	Reflective Safety Vest, Strap Style, Color: Orange	20	PC		
5	Hard Hat, Heavy-duty, Type II, Chin Strap, White with PPA Logo	20	PC		
6	Detergent Bar, Scented, at least 360g	55	BAR		
7	Trash Bag, oxo-biodegradable, 37in. x 40in.(XXL) ***	260	RL		
8	Trash Bag, oxo-biodegradable, 18in. x 18in.(Small) ***	300	RL		
9	Trash Bag, oxo-biodegradable, 22in. x 24in.(Medium) ***	260	RL		
10	Tissue, Jumbo Roll, 200 meters, 2-ply, 200mm x 90mm, recycled material, mixed grade, 12rolls/box ***	13	BOX		
11	Sponge, Heavy Duty	60	PC		
12	Scouring Pad, Heavy Duty, at least 6 in (length) x 3.8 in (width), 3pcs/pack	40	PK		
13	Rubber Gloves, Multipurpose, Large, Latex	60	PRS		
14	Mop Handle, screw type with aluminum handle, atleast 5 ft, heavy duty	12	PC		
15	Liquid Dishwashing Soap, Lemon Scent	36	GAL		
16	Liquid Chlorine Bleach, 6-in-1 Total Clean for 99.9% antibacterial protection	35	GAL		
17	Fabric Conditioner, Mild Scent 1.48L/pack	40	PK		
18	Detergent Powder, Scented, 1 kilo/pack ***	120	PK		
19	Disinfectant, 400gms, 3 in 1 action, kills bacteria and viruses, Eliminates Odors, Freshens Air ***	12	CAN		

REMARKS:

***** For Item 10, the supplier shall:**

- 1. Supply products which are made out of raw materials from 100% recycled fibre.**
- 2. Supply paper which is at least Elementary Chlorine Free (ECF).**
- 3. The core as well as any paper wrapping and carton box packing must be made from 100% recycled fibre and the cartons must be strong enough for storage and transit.**

***** For Items 7-9 the supplier shall:**

- 1. Supply products which is made of polyethylene (PE).**
- 2. The PE should contain a minimum of 30% postconsumer material.**

***** For Item 18 the supplier shall:**

- 1. Supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).**
- 2. Supply products with adequate instructions for proper use and disposal.**

***** For Item 17 the supplier shall:**

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).**
- The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.**

Brand and Model : _____

Delivery Period : _____

Warranty : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

Printed Name / Signature

Position / Designation

Tel. No. / Cellphone No.

email address

Date: _____

PR No. CDO-2640-24

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The PPA PMO MO/C Technical Inspector shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, PPA PMO MO/C 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.
11. Payment shall be made after delivery and upon the submission of the required supporting documents.
12. Liquidated damages equivalent to the one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. PPA PMO MO/C shall rescind the contract 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.

For any clarifications, you may contact us at telephone no. (088) 8561264/8564667; or cellphone no. 09061647613 or email address at **moc_supply@ppa.com.ph**.