Standard Form Title: ***Request for Quotation***

Date: _____

Quotation No. MPF-2025-27

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 **8:30 AM of 25 JULY 2025** in the return envelope attached herewith. **(For VAT-registered entities, the quotation should be VAT-inclusive)**

RUBY MARIA O. GUMAPON
Chairperson, BAC

NOTE:

1. **ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN**
2. **DELIVERY PERIOD WITHIN 60 DAYS UPON RECEIPT OF THE APPROVED FUNDED P.O. OR NTP**
3. **WARRANTY SHALL BE FOR A MINIMUM PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM THE 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 980,000.00**
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 OMNIBUS SWORN STATEMENT (OSS) BEFORE THE ISSUANCE OF THE PURCHASE ORDER. FAILURE TO SUBMIT WITHIN 7 WORKING DAYS UPON RECEIPT OF THE NOTICE OF AWARD SHALL BE GROUNDS 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	AMOUNT
1	***Maintenance of Building No.1 (Walls, Flooring and Toilets), Port of Cagayan de Oro [MPF-MOC-14-2025]***	1	LOT		

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

_____
Printed Name / Signature

_____
Position / Designation

_____
Tel. No. / Cellphone No.

_____
email address

Date: _____

TERMS AND CONDITIONS:

1. Bidders shall provide the 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 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 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. 09355547912 or email address at **moc_procurement@ppa.com.ph**.