



REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, PMO-NCR South, Manila, through the Corporate Budget of the Authority for CY 2026 intends to apply the sum of **Nine Hundred Seventeen Thousand One Hundred Thirty Five Pesos and 70/100 Centavos (PhP 917,135.70)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Maintenance of OPM Conference Room at PMO NCR South Admin Building, South Harbor, Port Area, Manila**. Bids received in excess of the ABC shall be automatically rejected at bid opening. PMO NCR South now invites bids for:

Name of Project : **Maintenance of OPM Conference Room
(MPF-NCS-07-2026)**

Location : South Harbor, Port Area,
Manila.

Brief Description : **Scope of Works**

- 1.00 General Expenses
- 2.00 Demolition Woks
- 3.00 Carpentry Works
- 4.00 Tile Works
- 5.00 Painting Works
- 6.00 Electrical Works
- 7.00 Finishing Works

Minimum Equipment :

- 1 Unit - Elf Truck (2-ton)
- 1 Unit – Multi-speed electric grinder
- 1 Unit – Electric Drill
- 1 Unit - Electric Jack Hammer
- 1 Unit - Tile cutter

Approved Budget for the Contract (ABC) : PhP 917,135.70

Source of Funds : PPA Corporate Funds

Contract Duration : Thirty Nine (39) Calendar Days

Required PCAB Lic. : Ports and Harbor (Small A)

Prospective bidders shall submit Bid Proposals together with the herein documents:

1. Certified True Copy of Valid PCAB License
2. Certified True Copy of Valid DTI Business name Registration or SEC Registration
3. Certified True Copy of Current Mayor's Permit
4. Certified True Copy of Phil-GEPS Registration
5. Certified True Copy of VAT Certificate of Registration
6. Certified True Copy of Tax Clearance Certificate
(Note: required to submit a Tax Clearance Certificate as finally reviewed and approved by the Bureau of Internal Revenue prior to final billing, per E.O. 398, s of 2005)
7. Certified True Copy of Latest Income and Business Tax Returns
8. Omnibus Sworn Statement

9. List of Equipment, either owned, Leased and/or has under Purchase Agreement to be used for the execution of the project, if applicable.

A complete set of bidding documents may be purchased by interested bidders from the address below and upon payment of non-refundable fee for the bidding documents in the amount of **One Thousand Pesos (P 1,000.00)**, non-inclusive of 12% vat.

Bids must be duly received by the BAC Secretariat through personal submission at the office address below on or before **July 22, 2026 at 9:00 A.M.** Late bids shall not be accepted.

Bid opening shall be on **July 22, 2026 at 10:00 A.M.** at the PMO Conference Room, PMO NCR South, Admin Bldg., South Harbor, Port Area, Manila. Bids will be opened in the presence of the bidder's authorized representative to attend the activity.

The Philippine Ports Authority, PMO-NCR South, Manila reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Further information may be obtained from the following:

PMO NCR South BAC Secretariat
BAC Office, 2nd Floor, PMO NCR South
Administration Bldg.
South Harbor, Port Area, Manila


CIELITO M. CABARCO
Chairperson, BAC-EP

*PPA & PhilGEPS Website and
PPAs Conspicuous Place: **July 15-21, 2026***

INSTRUCTION TO BIDDERS

The bidder shall prepare One (1) Original and Two (2) sets of certified true copies reproduced from the Original in two (2) sealed envelopes clearly, marked/labeled with Project description/title, Name of Company and containing "Envelope 1" and "Envelope 2". The required Bid Documents shall be submitted to the Bids and Award on or before the deadline for submission stated in the Request for Quotation as advertised for the particular project/contract to be bid. The Bids submitted after the deadline shall be rejected by the BAC and the same shall not be opened. All pages should be signed by the authorized signatory.

A. The envelope marked "Envelope 1" shall contain the following duly accomplished forms/documents:

1. Certified True Copy of Valid PCAB License
2. Certified True Copy of Valid DTI Business name Registration or SEC Registration
3. Certified True Copy of Current Mayor's Permit
4. Certified True Copy of Phil-GEPS Registration
5. Certified True Copy of VAT Certificate of Registration
6. Certified True Copy of Tax Clearance Certificate
(Note: required to submit a Tax Clearance Certificate as finally reviewed and approved by the Bureau of Internal Revenue prior to final billing, per E.O. 398, s of 2005)
7. Certified True Copy of Latest Income and Business Tax Returns
8. Omnibus Sworn Statement
9. List of Equipment, either owned, Leased and/or has under Purchase Agreement to be used for the execution of the project, if applicable.

B. The envelope marked "Envelope 2" shall contain the following duly accomplished forms/documents:

1. Bid Proposal / Quotation
2. Bill of Quantities
3. Detailed estimates including a summary sheet indicating the unit prices of materials, labor rates and equipment rentals used in coming up with the bid and Cash Flow/Bar Chart