



**REQUEST FOR QUOTATION (RFQ)
(SMALL VALUE PROCUREMENT)
Reference: PR No. SH-9694-26**

**Date: 01 September 2026
RFQ No.: 007-2026**

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites eligible suppliers/contractors to submit quotations for the Supply and Deliver Materials for the Maintenance of Existing Guard House at Gate 3, TMO Pasig, South Harbor, Port Area, Manila (MFP-NCS-01-2026) in accordance with Section 34 (Small Value Procurement) of Implementing Rules and Regulations of Republic Act No. 12009.

You are invited to submit your quotations based on the specifications as outlined in **Annex "B"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "C"**.

Approved Budget for the Contract (ABC): SIX HUNDRED SIX THOUSAND TWO HUNDRED FIFTY-FIVE PESOS (PHP606,255.00), inclusive of all applicable government taxes and other service charges. Any bid exceeding the ABC will not be accepted.

Evaluation Criteria: The contract will be awarded to the Lowest Calculated and Responsive Bid (LCRB) that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **09:30 a.m. on September 9, 2026 (Wednesday)**. The bids will be opened at **10:00 a.m.** on the same day.

The PMO-NCR South Bids and Awards Committee
for the Procurement of Goods and Services
2/F PMO NCR South Administration Building,
South Harbor, Port Area, Manila

This Request for Quotation (RFQ) is comprised of:

Instructions to the Suppliers	Annex A
Technical Specifications	Annex B
Supplier's/ Price Quotation /Proposal	Annex C

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the *Lowest Calculated and Responsive Bid* offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within fifteen (15) working days of the following month, upon receipt of billing or other terms of payment as allowed by PPA.

For any questions/clarifications, related to this RFQ please contact **Mr. Angelo S. Medrano, BAC Secretariat** at telephone no. 8525-5264 local 524 or 515 or email at ncrsouth_bac@ppa.com.ph



CIELITO M. CABARCO

Chairperson, Bids and Awards Committee

Instructions to the Suppliers

a. Technical Specifications / Project Description	See Annex "B" for detailed technical specifications of the project.
b. Deadline for submission of RFQ	The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by 09:30 A.M. on September 9, 2026 (Wednesday) The bids will be opened at 10:00 A.M. on the same day.
c. General Terms and Conditions	- By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the Supply and Deliver Materials for Maintenance of Existing Guard House at Gate 3, TMO Pasig, South Harbor, Port Area, Manila (MFP-NCS-01-2026) - Partial quotation will not be permitted (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	All quotations must be submitted in a sealed envelope that is properly bound using a fastener to ensure the integrity of the documents. Any bid submissions containing loose or improperly bound documents shall not be accepted. The bid shall be delivered physically to the specified address: The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services 2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila
e. Validity of Quotation	- The quotation must be valid for 60 calendar days from submission deadline. - In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	Within fifteen (15) calendar days from the receipt of the Purchase Order (P.O.)
g. Place of Delivery	PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	All prices must be quoted in Philippine Peso (PHP)
i. Required Documents (Submission in Two Envelopes)	Envelope 1: Technical Documents ❖ DTI/SEC Certificate of Registration with General Information Sheet (GIS) ❖ Latest or 2026 Mayor's/Business Permit ❖ PhilGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance

	❖ Notarized Omnibus Sworn Statement. Template: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf ❖ Technical Specifications as detailed in Annex "B" • Envelope 2: Financial Proposal ❖ Supplier's Price Quotation /Proposal, duly signed by the bidder's authorized representative. (see Annex C)
j. Award of Contract / Purchase Order	• The award criterion will be the Lowest Calculated Responsive Bid (LCRB). • Full submission of Annex C (Supplier's Price Quotation /Proposal), is required for consideration.
k. Contract Signing	• Within 10-calendar days upon receipt of the Notice of Award/Purchase Order.
l. Liquidated Damages	• Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
m. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of: Billing Statement. • Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and other terms of payment as allowed by PPA.

Technical Specifications

Item No.	Description	Unit	Qty	BIDDER'S ACTUAL OFFER(Technical Specifications/ Brand	Statement of Compliance ("Comply" or "Not Comply")
1.	Ga. 24 x 1m. long span pre-painted tri-rib type G.I. sheets (Blue)	l.m.	95		
2.	12mm thk. heat insulator, double sided	sq.m.	75		
3.	#13 x 2" stainless tek screw w/ EPDM/neoprene washer (250pcs)	box/es	2		
4.	#10 x 3/4" stainless tek screw w/ EPDM/neoprene washer (250pcs)	box/es	2		
5.	Ga. 26 x 4' x 8' pre-painted plain G.I. Sheets	pc/s	3		
6.	Ga. 24 pre-painted and pre-fabricated G.I. flashing	l.m.	25		
7.	Ga. 24 pre-painted and pre-fabricated G.I. ridge roll	l.m.	6		
8.	Ga. 24 pre-painted and pre-fabricated G.I. gutter	l.m.	20		
9.	75 x 50 x 1mm thk. Galvanized C-Purlins (6 meters)	pc/s	40		
10.	Ga. 24 x 1m. long span pre-painted tri-rib type G.I. sheets (matte light gray)	l.m.	84		
11.	#10 x 3/4" stainless tek screw (250pcs)	box/es	2		
12.	4" Ø Galvanized Iron (G.I.) Pipe (6 meter)	pc/s	4		
13.	2" Ø Galvanized Iron (G.I.) Pipe (6 meter)	pc/s	50		
14.	30x30x3mm Angle Bar (6 meter)	pc/s	50		
15.	Welded Wire Mesh (3ft x 30m), (Mesh Hole 2x2 inch; Wire Ø:2.6 mm)	roll/s	4		
16.	3/4" x 5" weld-on barrel hinges	pc/s	15		
17.	12" gate lock/ barrel bolt	pc/s	2		
18.	Welding rod 25kg/box	kg/s	50		

19.	3/4 inch thk. Marine Plywood (1.2 x 2.4)	pc/s	2		
20.	Timberprime Water Based Wood Primer Paint	gal/s	1		
21.	Flatwall enamel, B-800	gal/s	1		
22.	Odorless gloss enamel, QDE	gal/s	1		
23.	Paint thinner, B0340	gal/s	1		
24.	Glazing putty	gal/s	2		
25.	Brush roller (152mm)	pc/s	3		
26.	Paint brush (101mm)	pc/s	6		
27.	Putty knife	pc/s	6		
28.	Protective mask	pc/s	30		
29.	Sand paper #100	roll/s	2		
30.	Paint red oxide	gal/s	3		
31.	Paint primer solvent	gal/s	3		
32.	Paint metal epoxy	gal/s	3		
33.	Epoxy reducer	gal/s	2		
34.	Brush steel (101mm)	pc/s	3		
35.	Flat latex paint	gal/s.	1		
36.	Paint latex gloss	gal/s.	1		
37.	Paint tinting color	ltr/s.	1		
38.	Masonry putty, B-7311	gal/s.	1		
39.	3mm thk x 25mm wide Flat Bar (6 meter)	pc/s	97		
40.	100mm grinding disc	pc/s	1		
41.	Grade 40 deformed bars (10mm dia.)	kg/s	32		
42.	Ga. 16 G.I. Tie wire	kg/s	2		
43.	Portland Cement (40kgs.)	bag/s	44		
44.	Washed sand (S-1)	cu.m.	3		
45.	Crushed Gravel (3/4")	cu.m.	5		
46.	Cement grip	gal/s.	3		
47.	Concrete pigment, grey (25kgs)	bag/s	2		
48.	60x60CM Unglazed Ceramic Floor Tiles (Matte)	pc/s	49		
49.	ABC tile grout (2 kg/bag)	bag/s	7		
50.	ABC tile adhesive, heavy duty (25 kg/bag)	bag/s	13		
51.	ABC grout sealer (2kgs)	bag/s	1		

SUPPLIER'S PRICE QUOTATION / PROPOSAL

In response to the Request for Quotation (RFQ) No. **007-2026**, I/we, the undersigned, hereby submit our price quotation for the following items, in accordance with the technical specifications and terms outlined by the Philippine Ports Authority (PPA)-PMO NCR South:

Project Description/	ABC	UOM	Qty	Total Offered Quotation (Inclusive of VAT)
Supply and Deliver Materials for the Maintenance of Existing Guard House at Gate 3, TMO Pasig South Harbor, Port Area Manila (MFP-NCS-01-2026)	Php606,255.00	lot	1	In Figures: In Words:

Note: In case of discrepancy between the amount in figures and stated in words, the amount in words shall be considered and accepted. The bid/quoted price shall not exceed the approved budget for the contract inclusive of VAT, all taxes and bank charges.

Supplier's Information:**Information****Details****Company Name****Address****Contact Person****Position****Contact Number****Email Address**

Signature **of** **Authorized**
Representative