



BAGONG PILIPINAS



REQUEST FOR QUOTATION (RFQ)

(Small Value Procurement)

REFERENCE: PR NO. SH-9216-25

Date: 14 November 2025

RFQ No.: 020-2025

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 delivery of various construction materials for the Maintenance of curb, gutter and plant box at South Harbor Expanded Port Zone (SHEPZ), South Harbor, Port Area, Manila (MPF-NCS-08-2025)** 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): THREE HUNDRED THIRTY ONE THOUSAND FIVE HUNDRED NINETY FOUR PESOS (PHP331,594.00), 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-priced quotation 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 **9:00 a.m. on November 26, 2025 (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

PORT MANAGEMENT OFFICE NCR- SOUTH

PMO-NCR South Administration Building South Harbor, Port Area, Manila 1018
Trunkline No. (+632) 525-5264 Fax No. (+632) 527-4424 Email: pmoncrsouth@ppa.com.ph
Website: www.ppa.com.ph

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-priced 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 24-48 hours 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

ANNEX "A"

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 09:00 A.M. on November 26, 2025 (Wednesday) The <i>bids will be opened at 10:00 A.M.</i> 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 Supply and delivery of various construction materials for the Maintenance of curb, gutter and plant box at South Harbor Expanded Port Zone (SHEPZ), South Harbor, Port Area, Manila (MPF-NCS-06-2025) • 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 2025 Mayor's/Business Permit ❖ PhiGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement ❖ Technical Specifications as detailed in Annex "B" • Envelope 2: Financial Proposal ❖ Supplier's/ Price Quotation /Proposal, duly signed by the bidder's authorized representative using the prescribed form (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. 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.
l. Payment Terms	• Payment will be made within fifteen (15) working days of the following month of actual delivery date subject to submission of the 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.

ANNEX"B"**Technical Specifications**

Item No.	Description	Unit	Qty	BIDDER'S ACTUAL OFFER(Technical Specifications/ Brand	Statement of Compliance ("Comply" or "Not Comply")
1.	Alkyd Traffic Paint (Yellow) B - 1961	gal/s	170		
2.	Alkyd Traffic Paint (Black) B - 1991	gal/s	43		
3.	Paint Thinner	gal/s	67		
4.	Brush Roller (100mm)	pcs	35		
5.	Paint Brush (50mm)	pcs	35		
6.	Portland Cement 40kg	bag/s	10		
7.	Sand	cu.m.	1		
8.	4" Concrete Hollow Blocks (CHB)	pcs	79		
9.	10mm dia Deformed Rebars	pcs	6		
10.	Ga. 16 G.I. Tie Wire	roll	1		

ANNEX "C"**SUPPLIER'S PRICE QUOTATION /PROPOSAL**

In response to the Request for Quotation (RFQ) No. **020-2025**, 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:

Approved Budget for the Contract (ABC)	UOM	Qty	Total Offered Quotation (Inclusive of VAT)
THREE HUNDRED THIRTY ONE THOUSAND FIVE HUNDRED NINETY FOUR PESOS (PHP331,594.00), inclusive of VAT	lot	1	Supply and delivery of various construction materials for the Maintenance of curb, gutter and plant box at South Harbor Expanded Port Zone (SHEPZ), South Harbor, Port Area, Manila (MPF-NCS-08-2025) In Figures: In Words:

Note: 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**