



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

MAINTENANCE OF CONFERENCE ROOM, PMO-NCR NORTH, MEL LOPEZ BLVD., NORTH HARBOR, TONDO, MANILA (MPF-NCN-04-2026)

DATE: August 12, 2026
P.R. NO.: NH-10307-26

RIS NO.: NCRN2026-08-341
Mode of Procurement: Sec. 34 – Small Value Procurement

Sir/Madam:

The PPA PMO-NCR North, through its Bids and Awards Committee (BAC), invites interested bidders to quote for the following item/s or project in accordance with the above stated procurement mode of the Implementing Rules and Regulation of the Republic Act No. 12009 also known as New Government Procurement Act.

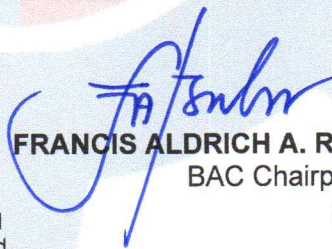
PACKAGE NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	MAINTENANCE OF CONFERENCE ROOM, PMO-NCR NORTH, MEL LOPEZ BLVD., NORTH HARBOR, TONDO, MANILA (MPF-NCN-04-2026)	₱997,278.00

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this Request for Quotation. Submit your **sealed quotation/documents** duly signed by you or your duly authorized representative not later than **August 17, 2026 12:00 NN** to PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg. Mel Lopez Blvd., North Harbor, Tondo Manila. In the event the deadline for the submission and receipt of bids falls on a day where work is suspended due to inclement weather or other fortuitous or unforeseen events, the deadline shall be automatically moved to the next working day, not later than 12:00 noon. **Quotation/documents sent through electronic mail will not be considered.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	REMARKS
Certified True Copy or Electronic Copy with QR Code of Valid Mayor's Permit	
PhilGEPS indicating the Registration Number	
PCAB License – At least Small "B" for Building	
Income/Business Tax Return and BIR Certificate of Registration	
Duly Signed and Notarized Omnibus Sworn Statement "Annex B" (Indicate the complete and exact Project Name)	

For any clarification, you may contact us at Telephone No. 8241-3858 or email address at bac.ncrn@gmail.com


FRANCIS ALDRICH A. RUBIO
BAC Chairperson

PORT MANAGEMENT OFFICE OF NCR NORTH
PMO Administration Building, Mel Lopez Boulevard
North Harbor, Tondo, Manila, 1013 Philippines
Tel. No. (+632) 244.2612 FAX No. (+632) 245.2930
Email: pmoncrnorth@ppa.com.ph Website: www.ppa.com.ph

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form;
2. **Partial Quotation is not permitted.**
3. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least **sixty (60) calendar days** from receipt of quotation and shall be binding upon the supplier within the period;
4. Delivery period shall be within **eighty (80) calendar days** from receipt of Notice of Award/Purchase Order;
5. The P.O. shall be awarded to the Lowest Calculated Quotation (LCQ) or Lowest Calculated Responsive Quotation (LCRQ) or, at the discretion of the BAC whichever is **most advantageous to the government**. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
6. Terms of payment is within **thirty (30) working days** from date of actual and complete delivery, acceptance by the end-user/s and upon submission of the required complete supporting documents;
7. Bidders shall submit the quotations together with the technical brochures of the products being offered, if applicable;
8. Quotation lacking the requested information in this RFQ or clearly failing to meet the RFQ requirements may be disregarded;
9. The delivery of the item/s must be on the scheduled date and time of the PMO-NCN and shall be acknowledged upon inspection to confirm the compliance with the technical specifications;
10. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered sales invoice;
11. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC;
12. In case of delay and default, the supplier shall be charged liquidated damages amounting to 1/10 of 1% of the cost of delayed service for every day of delay, pursuant to Sec. 98 of the IRR-A of R.A. 12009;
13. In case of failure to deliver or capricious and whimsical refusal to accept the award / purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier; and
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	ITEM DESCRIPTION /SPECIFICATION	QTY	UOM	UNIT PRICE	TOTAL COST	BRAND/ MODEL OFFERED
BILL NO. 1						
GENERAL EXPENSES						
1.1	Mobilization/Demobilization	1	lot			
1.2	Provide construction safety and health program in the execution of the project	2.67	mos.			
TOTAL BILL NO. 1						
BILL NO. 2						
MAINTENANCE OF CONFERENCE ROOM						
2.01	Removal of ceiling, wood floor tiles, ceramic floor tiles, wooden shelf/cabinet and other obstructions as indicated in the plan	1	lot			
2.02	Supply and installation of fiber cement board ceiling on light metal frames including all necessary accessories as indicated in the plan	60	sq.m.			
2.03	Supply and installation of Acoustic Ceiling on T-Runner Suspension System including all necessary accessories as indicated in the plan	18	sq.m.			
2.04	Supply and installation of WPC fluted panel on ceiling and wall including framings and necessary accessories as indicated in the plan	25	sq.m.			
2.05	Surface preparation, cleaning and roughening of surface, Supply and installation of 20cm x 100cm wood grain ceramic floor tiles	100	sq.m.			
2.06	Supply, fabricate, and install wall ledge as indicated in the plan including surface preparation and priming	4	sq.m.			
2.07	Surface preparation, application of fiber glass mesh tape on joints and skim coat on uneven surface and apply 1-coat primer and 2-coats flat latex paint	60	sq.m.			
2.08	Surface preparation, application of skim coat on uneven surface and apply 1-coat primer and 2-coats gloss latex paint	165	sq.m.			

2.09	Surface preparation and application of 2-coats of varnish on wooden wall planks	16	sq.m.			
2.10	Supply and install Lighted Acrylic Build up Logo	1	lot			
TOTAL BILL NO. 2						
BILL NO. 3						
ELECTRICAL WORKS						
3.01	Supply and install floor-mounted pop-up convenience outlet complete with dedicated circuit wiring, conduit, fittings, and protective device, as indicated in the plan	1	lot			
3.02	Supply and installation of lighting fixtures as indicated in the plan and replacement of switches, including all necessary wirings and accessories, utilizing existing power supply and switching lines	1	lot			
TOTAL BILL NO. 3						
TOTAL						

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
Nine Hundred Ninty-Seven Thousand Two Hundred Seventy-Eight Pesos Only (Php 997,278.00)	PACKAGE	1	
Total Price inclusive of VAT and other applicable charges in Figures:			
Total Price inclusive of VAT and other applicable charges in Words:			

Company Name:		TIN:	
Company Full Address:			
Email:		Contact No.:	
Name of Authorized Representative:		Position / Designation:	
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company above in event that the quotation is accepted.			
Printed Name and Signature of the Bidder			

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation,

membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. [Name of Bidder] complies with existing labor laws and standards; and
9. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
10. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.