



PHILIPPINE  
PORTS  
AUTHORITY



## REQUEST FOR QUOTATION (Small Value Procurement)

The **Philippine Port Authority, Port Management Office – Bataan/Aurora**, through the **PPA Corporate Budget of the Authority for CY 2026** intends to apply the sum of **Nine Hundred Ninety-Nine Thousand Thirty-Two and 98/100 Pesos (Php 999,032.98)**, inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the **MAINTENANCE OF TMO BUILDING'S ELECTRICAL SYSTEM AT PORT OF CASIGURAN, AURORA (MPF-BNA-21-2026)**. Bids received in excess of ABC shall be automatically rejected.

The PMO Bataan/Aurora now invites proposals for the above procurement project with the following details:

Name of Project : **Maintenance of TMO Building's Electrical System at Port of Casiguran, Aurora (MPF-BNA-21-2026)**

ABC : **Php 999,032.98**

Brief Description : **Scope of Works**  
a) Bill No. I – General Expenses  
b) Bill No. II – Electrical Works

Duration : **Forty (40) Calendar days**

Required PCAB : **Small A – Building and Industrial Plant**  
**or**  
**Small A – Port, Harbor and Offshore Engineering**

Prospective bidders shall submit their duly signed RFQ together with the herein documents:

1. Mayor's Permit
2. PhilGEPS Registration Number
3. Valid PCAB License
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement (OSS) (*NGPA-prescribed Form*)
6. Other documents indicated in the Terms of Reference (TOR)

Please quote your best offer for the project described in herein attached Terms of Reference, subject to the Terms and Conditions attached in this Request for Quotation (RFQ).

RFQs must be duly received by the BAC Secretariat through **personal submission** at the office addressed below on or before **July 30, 2026** at **10:00AM**. Late bids submissions shall not be accepted.

The Philippine Port Authority, Port Management Office – Bataan/Aurora 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/s.

For further information and clarification, you may contact us at the following details below:

ROMA AMOR A. PACAY  
PMO-BNA, BAC Secretariat Head  
Office of the Port Manager (OPM)  
2<sup>nd</sup> Floor, Port Operations Building,  
Port of Lamac, Limay, Bataan  
Telephone #: (047) 633-1367

July 23, 2026

Date of Posting: **July 27-29, 2026**  
PhilGEPS, PPA Website and  
PMO-BNA Conspicuous Place

  
**CHARMAINE B. SANCHEZ**  
BAC Chairperson

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form. All entries must be legibly handwritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation and shall be signed by the bidder or his/her duly authorized representative.
3. Price quotation/s, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be automatically disqualified.
5. Late submissions shall be automatically disqualified.
6. Award of contract shall be made to the lowest calculated and responsive 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 initialled by you or any of your duly authorized representative/s.
8. The project shall be delivered/execute according to the requirement specified in the Terms of Reference.
9. In case two or more suppliers are determined to have submitted the Lowest Calculated Quotation/Lowest and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular No. 06-2005.
10. Payment shall be processed after delivery and upon submission of the required supporting documents in accordance with the existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PMO, at its option, may rescind the contract once the cumulative amount of liquidated damaged, reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. PPA, PMO Bataan/Aurora reserves the right to reject any or all offers as may be considered most advantageous to the office.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email Address/es

Date: \_\_\_\_\_

|                                               |  |
|-----------------------------------------------|--|
| <b>Name of Company:</b>                       |  |
| <b>Address:</b>                               |  |
| <b>Name of Store/Shop<br/>(if applicable)</b> |  |
| <b>TIN:</b>                                   |  |
| <b>PhilGEPS<br/>Registration Number</b>       |  |

**INSTRUCTIONS:**

- (1) Accomplished this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Failure to follow these instructions will disqualify your entire quotation

**Sir / Madam:**

After having carefully read the Terms of Reference (TOR) and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

| BILL OF QUANTITIES                                                                                                                      |      |      |            |       |
|-----------------------------------------------------------------------------------------------------------------------------------------|------|------|------------|-------|
| MAINTENANCE OF TMO BUILDING'S ELECTRICAL SYSTEM AT PORT OF CASIGURAN, AURORA<br>(MPF-BNA-21-2026)                                       |      |      |            |       |
| Approve Budget for the Contract (ABC) : Php 999,032.98                                                                                  |      |      |            |       |
| Item and Description                                                                                                                    | Qty  | Unit | Unit Price | Total |
| <b>Bill No.1 – General Expenses</b>                                                                                                     |      |      |            |       |
| 1.01 Mobilization and Demobilization                                                                                                    | 1.00 | Lot  |            |       |
| 1.02 Provision of Safety and Health Program                                                                                             | 1.00 | Lot  |            |       |
| <b>Bill No. 2 – Electrical Works</b>                                                                                                    |      |      |            |       |
| 2.01 Supply and installation of electrical wires, convenience outlet, lighting switch including removal and restoration at TMO Building | 1.00 | Lot  |            |       |

|                                                                                 |      |     |  |  |
|---------------------------------------------------------------------------------|------|-----|--|--|
| 2.02 Supply and installation of Solar Panels, inverter, battery and accessories | 1.00 | Lot |  |  |
| TOTAL OFFERED QUOTATION (in figures):                                           |      |     |  |  |
| TOTAL OFFERED QUOTATION (in words):                                             |      |     |  |  |

*\*The above quoted prices are inclusive of all costs and applicable taxes*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es