



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 Forty-Nine Thousand Nine Hundred Fifty-Five and 17/100 Pesos (Php 949,955.17)**, inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the **MAINTENANCE OF FCMD BUILDING AT PORT OF CASIGURAN, AURORA (MPF-BNA-25-2026)**. 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 FCMD Building at Port of Casiguran, Aurora (MPF-BNA-25-2026)**

ABC : **Php 949,955.17**

Brief Description : **Scope of Works**
a) Bill No. I – General Expenses
b) Bill No. II – Removal & Disposal Works
c) Bill No. III – Roofing and Ceiling Works
d) Bill No. IV – Doors and Windows
e) Bill No. V – Concreting Works
f) Bill No. VI – Painting Works

Duration : **Sixty (60) 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)
2nd 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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable)	
TIN:	
PhilGEPS Registration Number	

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 FCMD BUILDING AT PORT OF CASIGURAN, AURORA
(MPF-BNA-25-2026)**

Approve Budget for the Contract (ABC) : **Php 949,955.17**

Item and Description	Qty	Unit	Unit Price	Total
Bill No. I – General Expenses				
1.01 Mobilization and Demobilization	1.00	Lot		
1.02 Provision of Construction Safety and Health Program	1.00	Lot		
Bill No. II – Removal & Disposal Works				
2.01 Removal of existing roof eaves, metal framing and partially damaged gutters, including proper disposal.	50.00	Sq.m		
2.02 Removal of existing doors and door jambs (main, back and side doors) including the screen door and upper door panel, with proper disposal.	3.00	Set		

2.03 Removal of existing damaged windows and window grills, including proper disposal	8.00	Set		
2.04 Removal of the existing pavement including proper disposal.	128.80	Sq.m		
Bill No. III – Roofing and Ceiling Works				
3.01 Replacement of roof eaves, metal framing, gutters, downspout and application of sealant to the roofing, including restoration of affected lighting system.	50.00	Sq.m		
Bill No. IV – Roofing and Ceiling Works				
4.01 Replacement of doors with window jambs, including all necessary accessories.	3.00	Set		
4.02 Replacement of windows and installation of window grills including all necessary accessories.	3.00	Set		
Bill No. V – Concreting Works				
5.01 Restoration of existing pavement and the enclosure of the open portion created by the installation of the new door.	12.98	Sq.m		
Bill No. VI – Painting Works				
6.01 Painting of roof eaves, fascia boards, inside doors and door jambs and ceiling including the removal of old paint.	149.00	Sq.m		
6.02 Painting of exterior and interior wall of the TMO Building, including window grills and the removal of old paint.	284.00	Sq.m		
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