



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-Five Thousand Two Hundred Seventy-Two Pesos (Php 995,272.00)**, inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the **MAINTENANCE OF GYM AREA AND GSU OFFICE AT PORT OF LAMAO, LIMAY, BATAAN (MPF-BNA-06-2026)**. 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 Gym Area and GSU Office at Port of Lamao, Limay, Bataan (MPF-BNA-06-2026)**

ABC : **Php 995,272.00**

Brief Description : **Scope of Works**
a) Bill No. I – General Expenses
b) Bill No. II – Removal and Disposal Works
c) Bill No. III – Ceiling Works
d) Bill No. IV – Electrical Works
e) Bill No. V – Finishing Works

Duration : **Forty-Five (45) Calendar days**

Required PCAB : **Small A – Building and Industrial Plant**

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 and Registration
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement (OSS) (*NGPA Standard 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 **October 15, 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

October 8, 2026

Date of Posting: **October 12-15, 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 GYM AREA AND GSU OFFICE AT PORT OF LAMAO, LIMAY, BATAAN
(MPF-BNA-06-2026)**

Approve Budget for the Contract (ABC) : **Php 995,272.00**

Item and Description	Qty	Unit	Unit Price	Total
Bill No.1 – General Expenses				
1.01 Mobilization and Demobilization	1.00	Lot		
1.02 Provision of Safety and Health Program	1.00	Lot		
Bill No. 2 – Removal and Disposal Works				
2.01 Removal of old ceiling and wooden framing at Gym Building and General Services Unit Office including proper disposal	117.00	Sq.m		
2.02 Removal of floor tiles at General Services Unit Office including proper disposal	72.00	Sq.m		
2.03 Removal and restoration of air-conditioning units and other affected equipment and electrical lightings and documents due to repair works at Gym	1.00	Lot		

Building and General Services Unit Office including window cleaning and general cleaning of entire area				
Bill No. 3 – Ceiling Works				
3.01 Replacement of ceiling at Gym Building and General Services Unit Office including installation of metal framing	117.00	Sq.m		
Bill No. 4 – Electrical Works				
4.01 Cable management/organizing/securing cables, wires and cords used for electrical, networking or telecommunication purposes at Gym Building and General Services Unit Office including replacement of old lighting switch and electrical outlet	1.00	Lot		
Bill No. 5 – Finishing Works				
5.01 Painting works of ceiling and interior wall including drywall partition at General Services Unit Office and Gym Building including removal of old paints and restoration	252.00	Sq.m		
5.02 Installation of tempered glass wall mirror in Gym Building including accessories and mat floor	1.00	Lot		
5.03 Restoration of flooring (smooth finish) at General Services Unit Office	72.00	Sq.m		
5.04 Removal of the door between the Gym Building and Terminal Building including enclosure works	1.89	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