



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION

Date: 27 February 2026
RFQ No.: RFQ-AD-2026-004

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No. _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB)** through its Bids and Awards Committee (BAC), intends to procure the project, **Repair and Replacement of Defective Parts of Passenger Elevators** with an Approved Budget for the Contract of **Seven Hundred Twenty Two Thousand Sixty Four Pesos (Php 722, 064.00)** through **Section 31 Direct Contracting** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed proposal or pro-forma invoice addressed to the Bids and Award Committee (BAC) Chairperson and to the given address below, **within THREE (3) days upon receipt of this RFQ**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

You **SHALL ALSO SUBMIT A COPY OF THE FOLLOWING DOCUMENTS ALONG WITH THE QUOTATION** on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business permit**
- b. **PhilGEPS Registration Number (Platinum or Red Registration)**
- c. **Income/Business Tax Return**
- d. **Proof/Certificate of Sole/Exclusive Distributorship**
- e. **Duly conformed Terms of Reference (Annex "A")**

The Head of the Procuring Entity (HoPE) of the Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB) reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact Ms. Joemalyn R. Abarquez, Head of BAC Secretariat at (043)723-0164 or send email to pmobatangasbacsec@gmail.com

ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provision including manifesting on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **ALL technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at pmobatangasbacsec@gmail.com
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PMO Batangas-Bids and Awards Committee shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA-PMOB. The delivery of the items/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA-PMOB may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
12. 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.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

TERMS OF REFERENCE

Annex "A"

SUPPLY OF LABOR AND INSTALLATION OF PARTS AND LOAD TESTING OF FOUR (4) UNITS MITSUBISHI PASSENGER ELEVATORS AT PPA BATANGAS

1. INTRODUCTION

Elevators are vital in workplaces for ensuring accessibility and inclusivity, allowing people with mobility issues to navigate the building safely, and for promoting employee well-being by preventing injuries from stair use. They also enhance productivity by reducing travel times between floors and enabling quicker movement of materials. Furthermore, elevators contribute to operational efficiency, workplace safety, and the security of building areas, and are often a legal and economic necessity for modern businesses.

Preventive maintenance identifies potential issues before they become severe, leading to lower energy costs, minimized downtime for building operation, better tenant and visitor satisfaction, and a more professional building image.

2. OBJECTIVES

- 2.1. To ensure passenger safety, maximize equipment reliability and efficiency, reduce operational costs by minimizing breakdowns and extending equipment lifespan, and maintain compliance with safety regulations.
- 2.2. To engage the services of a specialty contractor duly authorized and with the necessary expertise, experience, and capacity to provide a **Supply of Labor and Installation of Parts and Load Testing of Four (4) Units Mitsubishi Passenger Elevators at PPA Batangas** to ensure that all vertical conveyors are working and operating in good condition for the safety of all employees, officials, visitors and stakeholders occupying/utilizing the building.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **SEVEN HUNDRED TWENTY TWO THOUSAND SIXTY FOUR PESOS (Php 722,064.00)**, Philippine Currency inclusive of VAT.

4. SCOPE OF WORK

4.1 Supply of labor and installation of the following parts:

- Four (4) pcs Car Fan Blower (Elevator 1-4)
- Two (2) pcs Hall Call PCB (LHB-051A) (Elevator 1-4)
- Six (6) pcs Hall Call PCB (LHB-052A) (Elevator 1-4)
- One (1) pc Traction Motor Encoder (Elevator No.3)

4.2 Supply of labor and sundry materials for load testing of Four (4) Units Mitsubishi Passenger Elevators

5. TERMS AND CONDITIONS

5.1. Obligations and Responsibilities of the Contractor

- 5.1.1.1. See to it that employees assigned to perform the services shall wear complete uniform and the required personal protective equipment (PPE) for the task to be performed. They shall at all times wear their Identification Card issued by their employer and the Port Access Pass;
- 5.1.1.2. The Parties, likewise, agree that the employees of the CONTRACTOR are not employees of the PPA. The PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the CONTRACTOR whether or not occurring during the performance of their duties. The CONTRACTOR agrees and binds itself to indemnify the PPA for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the CONTRACTOR arising out of or in connection with or on the occasion of the performance of this Agreement;
- 5.1.1.3. The CONTRACTOR shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulation and binds itself to save and hold PPA free and harmless from any and all liabilities, losses, damages, judgements, fines and penalties arising from and by reason of this Terms of Reference (TOR) and its implementation;
- 5.1.1.4. No Employer — Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Contractor.
- 5.1.1.5. The CONTRACTOR guarantees and warrants availability, quality and genuineness of all materials, supplies and accessories to be delivered and used in the rendition of service under the Contract. It shall in its own account and expense rectify any defect(s) which may be discovered in accordance with the provision of Section 90 of the IRR of R.A. 12009.
- 5.1.1.6. The CONTRACTOR agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought by any third party whomsoever by reason of this Contract.
- 5.1.1.7. The CONTRACTOR shall strictly comply with all existing PPA rules, regulations, policies and guidelines.

5.2. WARRANTY SECURITY

In order to assure that the manufacturing defects for the materials and parts supplied shall be corrected by the CONTRACTOR, a warranty security shall be provided by the CONTRACTOR. The warrant security shall be either retention money in an amount equivalent to at least one percent (1%) of the amount of materials and parts supplied or a special bank guarantee equivalent to at least one percent (1%).

The amount shall be released only after the lapse of one (1) year after installation of the materials and parts at PPA elevators.

5.3. PERFORMANCE SECURITY

To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Performance Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier’s check, manager’s check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

5.4 RIGHTS AND AUTHORITY OF PHILIPPINE PORTS AUTHORITY

Grant the Contractor the sole and exclusive Contract for the **Supply of Labor and Installation of Parts and Load Testing of Four (4) Units Mitsubishi Passenger Elevators at PPA Batangas** within its vicinity subject to the scope of undertaking to be prescribed thereafter.

PPA may cause the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.

PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the CONTRACTOR.

PPA may call the CONTRACTOR to conduct emergency check-up or repair of units without additional cost to PPA.

6. PARAMETER FOR PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay the amount prescribed on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid of work, actually performed, upon submission of the following supporting documents;

- 6.1 Certificate of load testing and good running condition;
- 6.2 Pictures taken before and after actual service; and
- 6.3 Service reports duly signed by PPA representative.

The PPA and the CONTRACTOR agreed upon and understood that the stipulated contract price shall not be subject to any upward adjustment for any cause or whatsoever.

Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

7 DURATION OF CONTRACT

The repair and replacement of parts and load testing of four (4) units Mitsubishi Passenger Elevator shall be conducted **within Fifteen (15) days upon receipt of Notice of Proceed.**

8 PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Direct Contracting in accordance with Sec. 31 of the IRR of R.A. 12009.

Recommending Approval:


MARGARITA EMELYN B. VILLAMOR
End-User / Division Manager A, Administrative Division

Approved by:


AURORA A. MENDOZA
Port Manager

Conforme:

(Authorized Signatory/Representative)