



REQUEST FOR QUOTATION

Date: 05 March 2026
RFQ No.: RFQ-AD-2026-009

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, **PREVENTIVE MAINTENANCE OF VTMS SOLAR POWER SYSTEM AT RADAR STATION 3, BRGY. SINANDIGAN, PUERTO GALERA, ORIENTAL MINDORO AND RADAR STATION 4, BRGY. 13 POBLACION 1, TINGLOY BATANGAS OF PPA, PMO BATANGAS** with an Approved Budget for the Contract of **Nine Hundred Ninety One Thousand Pesos (Php 991,000.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Award Committee (BAC) Chairperson and to the given address below, on or before **9:00 AM of 11 March 2026**, 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

Interested service provider **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. **Latest Income Tax Return**
- d. **Latest Business Tax Return**
- e. **Notarized Omnibus Sworn Statement**, Original Notarize Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-
- f. **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 R. 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 FRQ, 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.

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

PREVENTIVE MAINTENANCE OF VTMS SOLAR POWER SYSTEM AT RADAR STATION 3, BRGY. SINANDIGAN, PUERTO GALERA, ORIENTAL MINDORO AND RADAR STATION 4, BRGY. 13 POBLACION 1, TINGLOY BATANGAS OF PPA, PMO BATANGAS			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”) for each requirement/ specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
Scope of Works			
Conduct Annual Preventive Maintenance of Solar Power System: Solar Panel Battery Hybrid Inverter Electrical <i>*Please refer to the attached Terms of Reference (TOR) for the work details.</i>	1 Lot		
Supply of equipment/tools, materials including supply of water, ladder/scaffolding and manpower necessary to perform preventive maintenance shall be shouldered by the contractor.	1 Lot		
Technical Requirements			
Radar Station 3			
Solar panel Model: TYP265W (Poly crystalline) 10.6kW	40 pcs		
Hybrid Inverter Deye SUN-12K-SG04LP3-EU 3-Phase, 12kWatts	1 unit		
Lithium Iron Phosphate Battery (LifePO4) Leodar LEO-W 5.12kWatts 100Ah/104Ah	4 sets		
Radar Station 4			
Solar panel Model: TYP265W (Poly crystalline) 10.6kW	40 pcs		
Hybrid Inverter DeyeSUN-12K-SG04LP3-EU 3-Phase, 12kWatts	1 unit		
Lithium Iron Phosphate Battery (LifePO4) LVFU LFW51100 5.12kWh 100Ah	2 sets		
The bidder shall conduct site inspection at Radar Station 3, Barangay Sinandigan Puerto Galera, Oriental Mindoro and Radar Station 4, Barangay 13 Poblacion 1, Tingloy Batangas. A certificate of site inspection will be issued by the end user and the same shall be submitted and included in the documentary requirements.	-	-	
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:			

Cash, certified check, cashier's check, managers check, bank draft or irrevocable letter of credit – Five Percent (5%)	<i>Select one (1) from the given options</i>		
Bank Guarantee- Five Percent (5%)			
Surety Bond - Thirty Percent (30%)			
Contract Duration: The Annual Maintenance of the solar power system shall be conducted within Twenty (20) days upon receipt of Notice to Proceed			
<i>Note: Please see/refer to attached Terms of Reference for additional details (Annex "A")</i>			

PARAMETERS FOR PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the winning bidder of its undertaking defined and provided under this Terms of Reference and contract documents, and upon acceptance of PPA through its authorized personnel, PPA agrees to pay the full amount prescribed by the contract signed, inclusive of the 12% VAT, subject however to existing accounting and auditing rules and regulations.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PREVENTIVE MAINTENANCE OF VTMS SOLAR POWER SYSTEM AT RADAR STATION 3, BRGY. SINANDIGAN, PUERTO GALERA, ORIENTAL MINDORO AND RADAR STATION 4, BRGY. 13 POBLACION 1, TINGLOY BATANGAS OF PPA, PMO BATANGAS	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Ninety One Thousand Pesos (Php 991,000.00)	In words: _____ _____ _____ _____ _____ _____ _____ _____ In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

TERMS OF REFERENCE

Annex "A"

Preventive Maintenance of VTMS Solar Power System at Radar Station 3, Brgy. Sinandigan Puerto Galera, Oriental Mindoro and Radar Station 4, Brgy. 13 Poblacion 1, Tingloy Batangas of PPA, PMO Batangas

1. INTRODUCTION

The solar power system which is the primary source of electricity at Radar Station 3 located in *Barangay Sinandigan Puerto Galera, Oriental Mindoro* and Radar Station 4 located in *Barangay 13 Poblacion 1, Tingloy Batangas* was installed in 2018. The system operates normally however, like any other technology the solar panel and its component require periodic maintenance in order to function efficiently and deliver maximum power transfer.

2. OBJECTIVES

The system preventive maintenance includes cleaning of solar panels to prevent dirt accumulation, corrosion of terminal components and loosen screws. Also, wirings and electrical components need to be checked to avoid short circuit, loosen connections and other factors which may affect system operation. This series of proactive measures will extend the lifespan of the system, maintain its operational efficiency and be able to repair minor defects that may lead to a bigger problem if not properly resolved.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Nine Hundred Ninety One Thousand Pesos (PhP 991,000.00), PHILIPPINE CURENCY** inclusive of VAT.

4. SCOPE OF WORK

Conduct Annual Preventive Maintenance of Solar Power System.

4.1 Solar Panel

- 4.1.1 Cleaning of solar panel
- 4.1.2 Checking the physical condition of solar panel
- 4.1.3 Checking the wirings of the solar panel
- 4.1.4 Checking the termination fittings; should be securely attached
- 4.1.5 Cutting/Trimming of trees blocking/shadowing the solar panel
- 4.1.6 Measure/Check VOC (open circuit voltage)
- 4.1.7 Check the output of solar panel (each panel and in array)

4.2 Battery

- 4.2.1 Checking the physical condition of battery
- 4.2.2 Checking, Cleaning and Tightening of battery terminals including connectors (Terminal U or Terminal Eye)
- 4.2.3 Checking the voltage of each battery (full charge, low battery) Actual VS LCD Display (Calibrate if necessary)

4.3 Hybrid Inverter

- 4.3.1 Checking DC input voltage
- 4.3.2 Checking current
- 4.3.3 Checking AC output voltage/frequency

- 4.3.4 Checking AC waveform (should be sine wave)
 - 4.3.5 Checking Frequency
 - 4.3.6 Checking of charging rate during peak hour/off peak hour
 - 4.3.7 Checking current voltage on battery array
 - 4.3.8 Checking rate of battery charging and discharging (peak and off-peak hours)
- 4.4 Electrical**
- 4.4.1 Checking the incoming voltage from the solar panel to the inverter (peak and off-peak hours)
 - 4.4.2 Checking the battery nodes/array output voltage
 - 4.4.3 Checking the output voltage, current, power of solar panels
 - 4.4.4 Checking the inverter status
 - 4.4.5 Checking the charging rate of solar to battery during peak and off-peak hours
 - 4.4.6 Checking of the electrical terminal and connection; Tightening if necessary
 - 4.4.7 Checking charging/discharging of battery
- 4.5 Solar Frames/Brackets/Post**
- 4.5.1 Cleaning and Repainting of solar frames/brackets/post
 - 4.5.2 Checking bolts/nuts, tightening and replacement if necessary
- 4.6 Supply of equipment/tools, materials including supply of water, ladder/scaffolding and manpower necessary to perform preventive maintenance shall be shouldered by the contractor.**

5. TECHNICAL REQUIREMENTS

5.1 Technical Specifications

Description	Radar Station 3		Radar Station 4	
	Quantity	Specifications	Quantity	Specifications
Solar panel	40 pcs	Model: TYP265W (Poly crystalline) 10.6kW	40 pcs	Model: TYP265W (Poly crystalline) 10.6kW
Hybrid Inverter	1 unit	Deye SUN-12K-SG04LP3-EU 3-Phase, 12kWatts	1 unit	Deye SUN-12K-SG04LP3-EU 3-Phase, 12kWatts
Lithium Iron Phosphate Battery (LifePO4)	4 sets	Leodar LEO-W 5.12kWatts 100Ah/104Ah	2 sets	LVFU LFW51100 5.12kWh 100Ah

5.2The bidder shall conduct site inspection at Radar Station 3, Barangay Sinandigan Puerto Galera, Oriental Mindoro and Radar Station 4, Barangay 13 Poblacion 1, Tingloy Batangas. A certificate of site inspection will be issued by the end user and the same shall be submitted and included in the documentary requirements.

6. TERMS AND CONDITIONS

6.1 OBLIGATIONS AND RESPONSIBILITIES OF THE WINNING BIDDER

- 6.1.1 The winning bidder shall be liable for any damages and defects on the equipment that maybe caused on the system as the result of their preventive maintenance.
- 6.1.2 Supply of skilled labor, tools, materials and test equipment necessary for preventive maintenance shall be provided at own expense of the winning bidder.
- 6.1.3 The winning bidder agrees and binds itself to hold PPA free and harmless from any damage, claims, liabilities or legal actions which may be brought by any third party by reason of the Contract or Purchase Order of the project.
- 6.1.4 The winning bidder shall strictly comply with all the existing PPA rules, regulations, policies and guidelines.
- 6.1.5 The parties, likewise agree that the employees of the winning bidder are not employees of the PPA-PMOB where the PPA-PMOB 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 service provider whether or not occurring during the performance of their duties. The service provider agrees and binds itself to indemnify the PPA-PMOB for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the service provider arising out of or in connection with or on the occasion of the performance of this agreement. The winning bidder 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-PMOB free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this Terms of Reference and its implementation.
- 6.1.6 The winning bidder shall on its own account/expense restore to its original working condition any equipment/facility that will be damaged during the implementation of the project.

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

6.3 RIGHTS OF PHILIPPINE PORTS AUTHORITY

- 6.3.1 Grant the winning bidder the sole and exclusive contract for the subject project.
- 6.3.2 PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the CONTRACTOR as well as violations of any of the provisions of this TOR.

7. PARAMETERS OF PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the winning bidder of its undertaking defined and provided under this Terms of Reference and contract documents, and upon acceptance of PPA through its authorized personnel, PPA agrees to pay the full amount prescribed by the contract signed, inclusive of the 12% VAT, subject however to existing accounting and auditing rules and regulations.

8. DURATION

The Annual Maintenance of the solar power system shall be conducted **within Twenty (20) days upon receipt of Notice to Proceed.**

9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURES

The procurement of the project shall be made through Section 34 **Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Prepared by:


MARGARITA EMELYN B. VILLAMOR

End-user / Division Manager A, Administrative Division

Noted:


AURORA A. MENDOZA

Port Manager

Conforme:

Authorized Signatory