



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake bidding for the **Maintenance of Physical Facilities** in accordance with **Section 53.9, (Small Value Procurement)** of the Updated **2016 Revised Implementing Rules and Regulations of Republic Act No. 9184**. The detail of the project as follows:

- a. Name of Project : **Maintenance of Archive Building, Public CR Incl. Power House, Port of Tablas, Odiongan, Romblon**
- b. Location :
- c. Reference No. : **MPF-BGS-24-2025**
- d. Approved Budget for the Contract (ABC) : **Php 997,000.00 (VAT Inclusive)**
- e. Source of Fund : **PPA Corporate Fund**
- f. Item Description :

Item No.	Qty	Unit	Item Description
I	1	Lot	General Expenses
II	1	Lot	Maintenance of Archive Building
III	1	Lot	Maintenance of Public CR
IV	1	Lot	Maintenance of Powerhouse

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- g. Contract Duration : **Thirty (30) calendar days from the receipt of Notice to Proceed**
- h. Required PCAB : **At least Small "B"- For Building**
- i. Required Equipment : **Three (3) sets Movable Steel Scaffolding (Owned/Leased)
One (1) unit Portable Electric Drill (Owned)**

2. Interested contractors will be issued Bidding Documents & Drawings at PPA PMO-Batangas Administration Building, **upon payment of non-refundable cost of the documents in the amount of Php 1,000.00 Non-VAT**. The **Price Quotation Form, Declaration of Key Personnel & Equipment and Omnibus of Sworn Statement** shall be accomplished and submitted together with the **CERTIFIED TRUE COPY** of the following: **a) Valid Mayor's Permit; b) Valid PCAB License; c) Latest and Valid Income and Business Tax Return; d) Certificate of PhilGEPS Registration and e) Safety & Health Program** in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **09:00 a.m. of 08 July 2025** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

Bids will be opened at 10:00 a.m. of the same date.

- 3 Prospective bidders shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. The project shall be awarded to the winning contractor determined to have submitted the complete documentary requirements and with the Single or Lowest Calculated and Responsive Quotation
7. To guarantee the faithful performance by winning bidder of its obligations under the contract in accordance with Bidding Documents, it shall post a performance security prior to the signing of the contract

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager check issued by a Universal or Commercial Banks.	Infrastructure projects – Ten percent (10%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided however</i> , that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

8. To guarantee that the contractor shall perform his responsibilities as prescribed in Section 62.2.3.1(a) of this IRR it shall be required to post a warrant security in accordance with the following schedule:

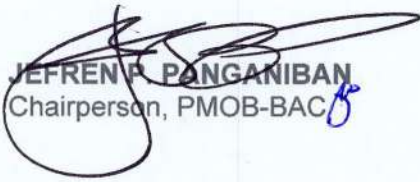
Form of Warranty Security	Amount of Warranty Security (Not less than the required percentage of the Total Contract Price)
a) Cash or Letter of Credit issued by a Universal or Commercial Bank: <i>Provided however</i> That the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
b) Bank guarantee confirmed by a Universal or Commercial Bank.	Ten percent (10%)
c) Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by Insurance Commission as authorized such security.	Thirty percent (30%)

9. The contractor must have a functional OSH policy and program as provided in pertinent rules and regulations.

10. When the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, and not by way of penalty, an amount as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

11. The Authority reserves the right to accept or reject any or all Price Quotation, waive any informality or defects in the proposals received and to accept such price quotation that is most advantageous to the Philippine Ports Authority.

12. For the information, you may contact **Joemalyn R Abarquez**, Head, BAC Secretariat at Telephone No. **(043) 723-0164**.


JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

Bidding Documents

Date: _____

The Port Manager
Philippine Ports Authority
Port Management Office
Calicanto, Batangas City

Attention: **BIDS AND AWARDS COMMITTEE**

Gentlemen:

In accordance with your advertisement inviting proposals for the **Maintenance of Archive Building, Public CR incl. Power House, Port of Tablas, Odiongan Romblon** and subject to all the conditions hereof, We/I propose to accomplish all necessary works and furnish all necessary plant/equipment, tools, appliances, consumable stores, fuel, labor and materials, to complete the works at our/my own expense at the following prices in Philippine Currency:

ITEM NO.	DESCRIPTION	TOTAL AMOUNT
I	GENERAL EXPENSES	
II	MAINTENANCE OF ARCHIVE BUILDING	
III	MAINTENANCE OF PUBLIC CR	
IV	MAINTENANCE OF POWER HOUSE	
TOTAL QOUTED AMOUNT (including VAT)		
AMOUNT IN WORDS		

Note: Total amount in accordance with prices quoted in the Bill of Quantities

1. Quantities are approximate only and are to be used for comparison of bid
Actual quantities will be as needed in the field and as ordered by the Engineer.
2. Contractor’s bid prices shall be inclusive of required taxes.
3. All pages of the proposal should be signed by the bidder.
4. Erasures or corrections in the proposal should be initialed by the bidder’s authorized signatory.

We/I make this proposal with adequate knowledge of the kind, quantity and quality of the materials, services and scope of the work required. If our proposal is accepted we/I will, after receiving the Notice of Award, enter into the contract with the PPA within thirty (30) calendar days from the receipt of such Notice with good and sufficient Performance Bond for the faithful performance thereof.

We/I shall complete the works in accordance with the Drawings and the Bid Documents within _____ () calendar days beginning on the date specified in the Notice to Proceed.

We/I understand that the Authority may order additions to or deletions from the scope of work as specified if necessary.

We/I acknowledge the following addenda/notice:

Enclosed is our Bid Securing Declaration/Bid Bond in the amount of _____ Pesos (P _____), which is to be retained if this proposal is considered for award to guarantee our acceptance of the contract and our delivery of the Performance Bond as required.

Enclosed herewith are also detailed estimates and computations of the cost of all items of the work enumerated above.

All provisions contained in the contract affected by the acceptance of this Proposal shall extend to and be binding upon the successors of the parties hereto.

Very truly yours,

Authorized Signatory

For:

Business Name of Bidder: _____
Address of Bidder: _____
Full Name of Person Signing: _____
Position/Title: _____

BILL OF QUANTITIES
MAINTENANCE OF ARCHIVE BUILDING, PUBLIC CR INCL POWER HOUSE
PORT OF TABLAS, ODIONGAN, ROMBLON

ITEM NO. I - GENERAL EXPENSES

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
1.01	Mobilization and Demobilization	l.s.	1.00		
1.02	Provide environmental safety and health program in the execution of the project	lot	1.00		
Total For Item No. I				P	

Subitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder

Standard Form Number : SF - INFR - 16
Revised on : August 11, 2004

BILL OF QUANTITIES
MAINTENANCE OF ARCHIVE BUILDING, PUBLIC CR INCL POWER HOUSE
PORT OF TABLAS, ODIONGAN, ROMBLON

ITEM NO. II - MAINTENANCE OF ARCHIVE BUILDING

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
2.01	General Repainting of Archive Bldg.	lot	1.00		
2.02	Maintenance of Electrical Lines & Lighting Fixtures incl. Accessories	lot	1.00		
Total For Item No. II				P	

Submitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder

Standard Form Number : SF - INFR - 16

Revised on : August 11, 2004

BILL OF QUANTITIESMAINTENANCE OF ARCHIVE BUILDING, PUBLIC CR INCL POWER HOUSE
PORT OF TABLAS, ODIONGAN, ROMBLON**ITEM NO. III - MAINTENANCE OF PUBLIC CR**

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
3.01	Repainting of Public CR	lot	1.00		
3.02	Remove & Replace of Plumbing Fixtures & Accessories incl. Declogging of Sanitary Lines	lot	1.00		
3.03	Removal & Replacement of Aluminum Cassement Windows	lot	1.00		
Total For Item No. III				P	

Submitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder

Standard Form Number : SF - INFR - 16
Revised on : August 11, 2004

BILL OF QUANTITIES
MAINTENANCE OF ARCHIVE BUILDING, PUBLIC CR INCL POWER HOUSE
PORT OF TABLAS, ODIONGAN, ROMBLON

ITEM NO. IV - MAINTENANCE OF POWER HOUSE

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
4.01	Repainting of Power House	lot	1.00		
Total For Item No. IV				P	

Subitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder

DETAILED ESTIMATES

(To be submitted by the Bidder)

SUMMARY SHEET OF MATERIALS, LABOR & EQUIPMENT RENTALS

(To be submitted by the Bidder)

KEY PERSONNEL TO BE ASSIGNED TO THE CONTRACT TO BE BID

Following are the key personnel that I will assign to the project if awarded the contract.

Name of Contract to be Bid: _____

	Project Engineer [2]	Foreman [4]	Other Positions Safety and Health Officer [5]
1. NAME			
2. ADDRESS			
3. DATE OF BIRTH			
4. CITIZENSHIP			
5. CIVIL STATUS			
6. EDUCATION			
ELEMENTARY Name and Location of School Year Graduated			
HIGH SCHOOL Name and Location of School Year Graduated			
COLLEGE Name and Location of School Year Graduated			
POST-GRADUATE Name and Location of School Year Graduated			
7. PRC LICENSE No.			
8. TIN (Tax Identification No.)			
9. SSS No.			

Name of Bidder-Firm _____ Signature over Printed Name of Authorized Signing Official _____

Note: Attach certified copies of their certificates of accreditation, PRC ID's, etc. (if applicable)

EQUIPMENT PLEDGED TO THE CONTRACT TO BE BID

Following are the required equipment units, as advertised, that are available to be used in the project if awarded the contract.

Name of Contract to be Bid :

DESCRIPTION (Type, Model, Make)	No. of Each	YEAR OF MANUFACTURE	OWNED/LEASED/ UNDER PURCHASE AGREEMENT	CAPACITY PERFORMANCE	MOTOR NO./ BODY NO.	CONDITION	PRESENT LOCATION
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]

(If space is not enough, reproduce/xerox this Form.)

Name of Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]