



REQUEST FOR QUOTATION

Date: 02 July 2026
RFQ No.: RFQ-AD-2026-035

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), will undertake the **Repair of Generator Set No. 2 (Denyo DCA-15ESK-DA 15KVA) at VTMS Radar Station 3, Brgy. Sinandigan, Puerto Galera, Oriental Mindoro** with an Approved Budget for the Contract of **One Hundred Thirty Six Thousand Four Hundred Sixty Six Pesos and 40/100 (Php 136,466.40)** through **Section 35.2 Emergency Cases** 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, **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-mentioned deadline for submission of quotation:

- a. **Valid Mayor's/Business permit**
- a. **Notarized Omnibus Sworn Statement** if applicable, 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- or by referring to **Annex "A"** for a copy
- b. **Duly conformed Terms of Reference (Annex "B")**

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 B. PANGANIBAN
Chairperson, PMO Batangas-Bids and Awards Committee

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

Repair of Generator Set No. 2 (Denyo DCA-15ESK-DA 15KVA) at VTMS Radar Station 3, Brgy. Sinandigan, Puerto Galera, Oriental Mindoro			
Approved Budget for the Contract of One Hundred Thirty Six Thousand Four Hundred Sixty Six Pesos and 40/100 (Php 136,466.40)			
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			
1. Dismantling, pullout and hauling of radiator assembly from PPA Radar Station 3 Brgy. Sinandigan, Escarceo, Puerto Galera, Oriental Mindoro	1 Lot		
2. Dismantling of water pump, water hoses and related accessories			
3. Overhauling and cleaning of radiator assembly			
4. Supply of new water pump assembly and hoses			
5. Delivery of newly overhauled radiator assembly and hoses at PPA Admin building for inspection			
6. Delivery and Installation of newly overhauled radiator, new water pump assembly and hoses at PPA Radar Station 3, Brgy. Sinandigan, Puerto Galera, Oriental Mindoro			
7. Refilling of radiator coolant			
8. Testing and Commissioning of Generator set in the presence of PPA representatives			
Technical 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%)			
Bank Guarantee- Five Percent (5%)			
Surety Bond - Thirty Percent (30%)			
Select one (1) from the given options			
Contract Duration: Fifteen (15) days upon receipt of Notice to Proceed			
Note: Please see/refer to attached Terms of Reference for additional details (Annex "A")			

PARAMETERS FOR PAYMENT

For 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 in the agreement which shall be inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the following supporting documents;

Pictures taken before and after actual service; and
Service reports duly signed by PPA representative.

Any or all payment/s to be made shall be subject 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.

Repair of Generator Set No. 2 (Denyo DCA-15ESK-DA 15KVA) at VTMS Radar Station 3, Brgy. Sinandigan, Puerto Galera, Oriental Mindoro	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
One Hundred Thirty-Six Thousand Four Hundred Sixty-Six Pesos and 40/100 (Php 136,466.40)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

Omnibus Sworn Statement Form*[Note: The duly accomplished form shall be submitted with the Bid]*

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
 - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;
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;
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 others:*

- *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations*: *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- *In case of Foreign Bidders*: *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[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.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ____, *[date issued]*, *[place issued]*

IBP No. ____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

TERMS OF REFERENCE

Repair of Generator Set No. 2 (Denyo DCA 15 ESK DA 15KVA) at VTMS Radar Station 3, Brgy. Sinandigan, Puerto Galera, Oriental Mindoro

1. INTRODUCTION

Vessel Traffic Management System (VTMS) uses state of the art equipment to monitor vessel movement to be able to provide reliable navigational information, real-time vessel traffic assessment and navigational assistance to the vessel within our jurisdiction. VTMS Batangas has four (4) Radar Stations being energized by local electricity or solar power. Currently, Radar Station 3 is powered solely by solar energy whereas both backup generator sets were defective and non-operational resulting to limited operations during periods of insufficient harvest. Generator set no. 1 is awaiting replacement while Generator set no. 2 is temporarily out of service pending corrective maintenance and the replacement of defective components.

2. OBJECTIVES

To restore the normal operating condition of the Generator set no. 2 in order to have a reliable backup power supply to avoid shutdown if the main source of power fails to operate.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **One Hundred Thirty Six Thousand Four Hundred Sixty Six Pesos and 40/100 (PhP 136,466.40), PHILIPPINE CURRENCY** inclusive of VAT.

4. SCOPE OF UNDERTAKING

4.1 SCOPE OF WORK

- 4.1.1 Dismantling, pullout and hauling of radiator assembly from PPA Radar Station 3 at Brgy. Sinandigan, Escarceo, Puerto Galera, Oriental Mindoro.
- 4.1.2 Dismantling of water pump, water hoses and related accessories.
- 4.1.3 Overhauling and cleaning of radiator assembly.
- 4.1.4 Supply of new water pump assembly and hoses.
- 4.1.5 Delivery of newly overhauled radiator, new water pump assembly and hoses at PPA Admin Building for inspection.
- 4.1.6 Delivery and Installation of newly overhauled radiator, new water pump assembly and hoses at PPA Radar Station 3, Brgy. Sinandigan, Puerto Galera, Oriental Mindoro.
- 4.1.7 Refilling of radiator coolant.
- 4.1.8 Testing and Commissioning of Generator set in the presence of PPA representatives.

5. WARRANTY

The warranty period is one (1) year from the date of acceptance by PPA-PMOB. Any parts found to be defective or any deficiency incurred within the specified warranty period shall be repaired or replaced by the winning bidder free of charge and without any cost to PPA-PMOB.

The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of the total contract price or a special bank guarantee of the same amount. The said amounts shall only be released after the lapse of the warranty period. Provided however, that the units delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

6. TERMS AND CONDITIONS

6.1 OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR

- 6.1.1 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.
- 6.1.2 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.
- 6.1.3 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.
- 6.1.4 No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Contractor.
- 6.1.5 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 62 of the 2016 Revised IRR of R.A. 9184.

6.1.6 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.

6.1.7 The CONTRACTOR shall strictly comply with all existing PPA rules, regulations, policies and guidelines.

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

7.1 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 price of work, actually performed, upon submission of the following supporting documents:

- 7.1.1 Pictures taken before and after actual service; and
- 7.1.2 Service reports duly signed by PPA representative.

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

8. DURATION

The Repair of the Generator set no. 2 shall be conducted **within Fifteen (15) days upon receipt of Notice to Proceed.**

9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURES

The procurement of the project shall be made through Negotiated Procurement under the "**Emergency Cases**" modality in accordance with Section 35.2 of the Implementing Rules and Regulations of RA 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)