



**PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF
MARINDUQUE/QUEZON**

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-14-2026**

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

The Philippine Ports Authority - Port Management Office of Marinduque/Quezon, through its Bids and Awards Committee-Engineering Project (BAC-EP), intends to procure the project **MAINTENANCE OF PLUMBING SYSTEM AND DRAINAGE SYSTEM, PORT OF CAWIT, BOAC, MARINDUQUE (MPF-MRQ-14-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED THIRTY-THREE THOUSAND NINE HUNDRED FORTY-NINE PESOS AND 22/100 only (P 933,949.22)** 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 Awards Committee (BAC) Chairperson and to the given address below, on or before **09:00 AM of 24 June 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

JOEL D. GAMET

*BAC Chairperson/Division Manager A – Port Services Division
Philippine Ports Authority - Port Management Office of Marinduque/Quezon
Port Operations Building, Brgy. Talao-Talao, Port Area, Lucena City
Contact No. (042) 784-9119
Email: pmomarquez@ppa.com.ph*

Interested service provider/supplier 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 and Updated PhilGEPS Registration Certificate, including Annex "A" and its pertinent attachments;
- b. Duly Accomplished Bid Form (RA 12009 Format)
- c. Certificate of Site Inspection (CSI), notarized;
- d. Manpower and Equipment Deployment Commitment Schedule, notarized;
- e. Omnibus Sworn Statement/Eligibility Declaration (RA 12009), notarized;

The Head of the Procuring Entity (HoPE) of the PPA PMO MRQ 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 the BAC Secretariat at telephone no. (042) 784-9119.

JOEL D. GAMET

Chairperson, Bids and Awards Committee

INSTRUCTIONS:

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

1. Do not alter the 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/provisions including manifestation 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 including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

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.

7. Award of contract shall be made to the Lowest Calculated Responsive Bid (LCRB) 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 PMO MRQ. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. 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 GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without 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.

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

Maintenance of Plumbing System and Drainage System Port of Cawit, Boac, Marinduque					
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
1.0	General Expenses				
1.01	Mobilization/Demobilization and Cleaning-up	lot	1.00		
A) MATERIALS SUB-TOTAL FOR MATERIALS _____ B) LABOR SUB-TOTAL FOR LABOR _____ C) EQUIPMENT SUB-TOTAL FOR EQUIPMENT _____ ESTIMATED DIRECT COST _____ ESTIMATED INDIRECT COST _____ TOTAL COST OF WORK ITEM 1.01 _____					
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
1.0	General Expenses				
1.02	Provision of Construction Safety and Health Program	lot	1.00		
A) MATERIALS Personal Protective Equipment *Hard Hat *Reflective Safety Vest *Safety Shoes *Safety Gloves SUB-TOTAL FOR MATERIALS _____ B) LABOR SUB-TOTAL FOR LABOR _____ C) EQUIPMENT SUB-TOTAL FOR EQUIPMENT _____ ESTIMATED DIRECT COST _____ ESTIMATED INDIRECT COST _____ TOTAL COST OF WORK ITEM 1.02 _____					

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
2.0	Maintenance of Plumbing System					
2.01	Maintenance of Public C.R. Water Supply	lot	1.00			
A) MATERIALS						
PPR Pipe, 20mm dia. x 4.0m (PN 20), 1/2"		pc.	11.00			
Pipe Clamp, 1/2"		pc.	27.00			
PPR 90 deg. elbow, 20mm dia. (1/2")		pc.	5.00			
PPR Gate Valve, 20mm dia. (1/2")		pc.	1.00			
Portland Cement		bag	2.00			
Sand (washed)		cu.m.	1.00			
Gravel 3/4" (crushed)		cu.m.	1.00			
Water Tank Base:						
Angle Bar, 50mm x 50mm x 6mm thick x 6 meter		pc.	3.00			
Welding Rod		kg.	7.00			
150mm x 150mm x 6mm thk Base Plate		pc.	4.00			
3/4" Dyna Bolt		pc.	16.00			
Polyethylene Cylindrical Water Storage Tank (Vertical, 660 Lit. capacity)		unit	1.00			
Float Valve, 25mm dia. (3/4")		pc.	1.00			
PPR Gate Valve, 20mm dia. (1/2")		pc.	1.00			
SUB-TOTAL FOR MATERIALS						
B) LABOR						
1.00 Foreman		day	7.00			
Chipping Works:						
1.00 Skilled Laborer		day	2.00			
2.00 Unskilled Laborer		day	2.00			
Concreting:						
1.00 Skilled Laborer		day	1.00			
2.00 Unskilled Laborer		day	1.00			
Plumbing:						
1.00 Skilled Laborer		day	3.00			
2.00 Unskilled Laborer		day	3.00			
Steel Frame Works						
1.00 Skilled Laborer		day	1.00			
2.00 Unskilled Laborer		day	1.00			
SUB-TOTAL FOR LABOR						
C) EQUIPMENT						
1.00 Concrete Cutter, 5hp		day	2.00			
1.00 Chipping Hammer		day	2.00			
1.00 Concrete Mixer, 1-Bagger		day	1.00			
1.00 Concrete Vibrator, 3.50 hp		day	1.00			
1.00 Water Truck, (1000 gal)		day	1.00			
1.00 Electric Drill		day	3.00			
1.00 Electric Grinder		day	1.00			
1.00 Welding Machine (400 amp.)		day	1.00			
1.00 Oxy-Acetylene Cutting Outfit		day	1.00			
1.00 Truck Mounted Hydraulic Telescopic Boom, 100hp, 2MT		day	1.00			
SUB-TOTAL FOR EQUIPMENT						
ESTIMATED DIRECT COST						
ESTIMATED INDIRECT COST						
TOTAL COST OF WORK ITEM 2.01						

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply"
2.0	Maintenance of Plumbing System					
2.02	Maintenance of TMO CR and Water Supply	lot	1.00			
A) MATERIALS						
Plumbing Works:						
PPR Pipe, 20mm dia. x 4.0m (PN 20), 1/2"	pc.		11.00			
Pipe Clamp, 1/2"	pc.		42.00			
PPR 90 deg. elbow, 20mm dia. (1/2")	pc.		12.00			
PPR Equal Tee, 20mm dia. (1/2")	pc.		3.00			
PPR Gate Valve, 20mm dia. (1/2")	pc.		1.00			
Water Closet (Round) w/ Tank including complete fittings & accessories, angle valve (2way), and stainless flexible supply pipe	set		1.00			
Stainless Bidet Hose (Spray)	set		1.00			
Lavatory (Round) Pedestal type w/ stainless steel faucet, angle valve, stainless flexible supply pipe and P-trap w/ clean out	set		1.00			
SS. Shower Head (handheld Shower Head w/ 2-way faucet)	set		1.00			
L-shaped, SS. Shower Curtain Rod w/ curtain	set		1.00			
Wall mounted towel bar	pc.		1.00			
Floor drain, 100mm x 100mm Stainless Steel	pc.		1.00			
0.60m x 0.75m x 6.3mm thk Wall Mount Facial Mirror	pc.		1.00			
Concrete Works:						
Portland Cement	bag		2.00			
Sand (washed)	cu.m.		1.00			
Gravel 3/4" (crushed)	cu.m.		1.00			
Waterproofing	gal.		9.00			
Paint Brush, 4 inches	pc.		2.00			
Roller Brush w/ pan, 9 inches	pc.		2.00			
Tile Works:						
300mm x 300mm Non-Slip Floor Tiles	pc.		38.00			
300mm x 600mm Glazed Ceramic Wall Tiles	pc.		101.00			
Tile Grout, (5 kg/peck)	pack		2.00			
Tile Adhesive (25 kg.)	bag		4.00			
Diamond cutting disk 4" dia	pc.		3.00			
Electrical Works:						
Thumbler Switch 1-gang	pc.		1.00			
THHN# 3.5 sq.mm. Stranded molding, 8m	ln.m.		17.00			
Ceiling Exhaust Fan, 8"	pc.		1.00			
Aluminum Air Duct, 4" x 3m	unit		1.00			
Stainless Steel Ventilation Cap, 4"	pc.		1.00			
PVC Solvent Cement, 200CC	can		1.00			
Electrical Tape, Small	pc.		2.00			
Ceiling Works:						
3/4" Marine Plywood	pc.		2.00			
Primer	gal.		1.00			
Putty	gal.		1.00			
Top Coat (Semi-Gloss)	gal.		1.00			
Thinning Solvent for Putty, Primer and Top Coat	gal.		1.00			
Paint Brush, 2 inches	pc.		1.00			
Paint Brush, 4 inches	pc.		1.00			
Roller Brush w/ pan, 9 inches	pc.		1.00			
Sandpaper #100	pc.		8.00			
				SUB-TOTAL FOR MATERIALS		
B) LABOR						
1.00 Foreman	day		17.00			
Removal, Demolition and Chipping Works:						
1.00 Skilled Laborer	day		4.00			
2.00 Unskilled Laborer	day		4.00			
Concreting:						
1.00 Skilled Laborer	day		1.00			
2.00 Unskilled Laborer	day		1.00			
Plumbing:						
1.00 Skilled Laborer	day		4.00			
2.00 Unskilled Laborer	day		4.00			

Installation of Floor and Wall Tiles

1.00 Skilled Laborer	day	3.00			
2.00 Unskilled Laborer	day	3.00			
Electrical Works:					
1.00 Skilled Laborer	day	2.00			
1.00 Unskilled Laborer	day	2.00			
Ceiling Works:					
1.00 Skilled Laborer	day	1.00			
1.00 Unskilled Laborer	day	1.00			
Surface Prep., Painting & Waterproofing					
1.00 Skilled Laborer	day	2.00			
1.00 Unskilled Laborer	day	2.00			

SUB-TOTAL FOR LABOR _____

C) EQUIPMENT

1.00 Concrete Cutter, 5hp	day	4.00			
1.00 Chipping Hammer	day	4.00			
1.00 Concrete Mixer, 1-Bagger	day	1.00			
1.00 Concrete Vibrator, 3.50 hp	day	1.00			
1.00 Water Truck, (1000 gal)	day	1.00			
1.00 Electric Drill	day	7.00			
1.00 Tile Cutter	day	3.00			
1.00 Electric Grinder	day	3.00			
1.00 H-Frame Scaffolding	day	5.00			

SUB-TOTAL FOR EQUIPMENT _____

ESTIMATED DIRECT COST _____

ESTIMATED INDIRECT COST _____

TOTAL COST OF WORK ITEM 2.02 _____

	Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
2.0	Maintenance of Plumbing System					
2.03	Maintenance of PTB Water Supply	lot	1.00			

A) MATERIALS**Plumbing Works:**

PPR Pipe, 32mm dia. x 4.0m (PN 20), 1"	pc.	9.00			
Pipe Clamp, 1"	pc.	35.00			
Brass Check valve, 32mm dia. (1")	pc.	1.00			
PPR Gate Valve, 32mm dia. (1")	pc.	1.00			

SUB-TOTAL FOR MATERIALS _____

B) LABOR

1.00 Foreman	day	3.00			
Chipping Works:					
1.00 Skilled Laborer	day	1.00			
2.00 Unskilled Laborer	day	1.00			
Plumbing:					
1.00 Skilled Laborer	day	2.00			
2.00 Unskilled Laborer	day	2.00			

SUB-TOTAL FOR LABOR _____

C) EQUIPMENT					
1.00 Concrete Cutter, 5hp	day	1.00	_____	_____	_____
1.00 Chipping Hammer	day	1.00	_____	_____	_____
1.00 Electric Drill	day	2.00	_____	_____	_____
SUB-TOTAL FOR EQUIPMENT _____					
ESTIMATED DIRECT COST _____					
ESTIMATED INDIRECT COST _____					
TOTAL COST OF WORK ITEM 2.03 _____					

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
3.0 Maintenance of Drainage System					
3.01 Maintenance of TMO Drainage System	Lot	1.00			

A) MATERIALS					
Portland Cement	bag	103.00	_____	_____	_____
Sand (washed)	cu.m.	8.00	_____	_____	_____
Gravel 3/4" (crushed)	cu.m.	8.00	_____	_____	_____
1/2" thk. Plywood Form	pc.	3.00	_____	_____	_____
Form Lumber (coco)	bd.ft.	123.00	_____	_____	_____
CWN (assorted sizes)	kg.	3.00	_____	_____	_____
Reinforcing Steel Bars	kg.	426.00	_____	_____	_____
Tie Wire, #16	kg.	9.00	_____	_____	_____
CHB, 6" thick	pc.	172.00	_____	_____	_____
Asphalt joint sealer (300ml)	tube	16.00	_____	_____	_____
4" Ø Downspout Stainless Strainer	pc.	11.00	_____	_____	_____
PVC Pipe 6" Ø x 10', (S1000)	pc.	16.00	_____	_____	_____
PVC 100mm dia. x 10'	pc.	3.00	_____	_____	_____
PVC 75mm dia. x 10'	pc.	1.00	_____	_____	_____
PVC Elbow 4" dia, 45 Deg	pc.	7.00	_____	_____	_____
PVC Coupling 4" dia.	pc.	7.00	_____	_____	_____
PVC Solvent Cement, 200cc,	can	4.00	_____	_____	_____
SUB-TOTAL FOR MATERIALS _____					
B) LABOR					
1.00 Foreman	day	23.00	_____	_____	_____
Concrete Breaking, Demolition & Disposal:					
1.00 Skilled Laborer	day	7.00	_____	_____	_____
3.00 Unskilled Laborer	day	7.00	_____	_____	_____
Excavation, Backfill & Compaction:					
1.00 Skilled Laborer	day	4.00	_____	_____	_____
3.00 Unskilled Laborer	day	4.00	_____	_____	_____
Steel Fabrication and Installation:					
1.00 Skilled Laborer	day	2.00	_____	_____	_____
3.00 Unskilled Laborer	day	2.00	_____	_____	_____
Forming:					
1.00 Skilled Laborer	day	3.00	_____	_____	_____
3.00 Unskilled Laborer	day	3.00	_____	_____	_____
Concreting:					
1.00 Skilled Laborer	day	3.00	_____	_____	_____
3.00 Unskilled Laborer	day	3.00	_____	_____	_____
Laying of CHB:					
2.00 Skilled Laborer	day	1.00	_____	_____	_____
2.00 Unskilled Laborer	day	1.00	_____	_____	_____
Plumbing Works:					
1.00 Skilled Laborer	day	3.00	_____	_____	_____
3.00 Unskilled Laborer	day	3.00	_____	_____	_____
SUB-TOTAL FOR LABOR _____					

C) EQUIPMENT

1.00 Concrete Cutter, 5hp	day	7.00			
1.00 Jack Hammer	day	7.00			
1.00 Air Compressor (250 cfm)	day	7.00			
1.00 Oxy-Acetylene Cutting Outfit	day	9.00			
1.00 Dump Truck, (6.86 - 9.17 cu.m.)	day	6.00			
1.00 Plate compactor, vibratory (5 hp)	day	2.00			
1.00 Bar Cutter, 25mm dia. max	day	2.00			
1.00 Bar Bender, 25mm dia. max	day	2.00			
1.00 Welding Machine (400 amp.)	day	2.00			
1.00 Concrete Mixer, 1-Bagger	day	3.00			
1.00 Concrete Vibrator, 3.50 hp	day	3.00			
1.00 Water Truck, (1000 gal)	day	2.00			

SUB-TOTAL FOR EQUIPMENT
ESTIMATED DIRECT COST
ESTIMATED INDIRECT COST
TOTAL COST OF WORK ITEM 3.01
Project Duration

The winning bidder shall complete all works under this project within Fifty-eight (58) calendar days from the date of receipt of the Notice to Proceed (NTP).

Payment Terms

The Approved Budget for the Contract (ABC) is Nine Hundred Thirty-Three Thousand Nine Hundred Forty-Nine Pesos And 22/100 only (P 933,949.22), inclusive of VAT.

Progress Billing may be allowed once during project implementation, subject to actual accomplishment and verification by the Inspectorate Team and the ESO.

The remaining balance shall be released only upon 100% completion, final inspection, acceptance of the project, and submission of complete billing and close-out documents in accordance with existing government accounting and auditing rules and regulations.

Penalties for Delay

For unjustified delay in delivery, Liquidated Damages shall be imposed at a rate of 0.10% (One-Tenth of One Percent) of the unperformed portion of the contract per calendar day of delay.

The total Liquidated Damages shall not exceed ten percent (10%) of the total contract price, after which the Procuring Entity may rescind the contract in accordance with rules and regulations under the NGPA.

Maintenance of Plumbing System and Drainage System, Port of Cawit, Boac, Marinduque (MPF-MRQ-14-2026)	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Thirty-Three Thousand Nine Hundred Forty-Nine Pesos And 22/100 only (P 933,949.22)	In words:
	In Figures:

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

Printed Name / Signature

Position / Designation

Tel. No. / Cellphone No.

Email address

Date: _____