



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-25-2026**

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 SEPTIC TANKS, PORT OF LUCENA, LUCENA CITY & BALANACAN, MARINDUQUE (MPF-MRQ-25-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED EIGHTY NINE THOUSAND SEVEN HUNDRED TWENTY SIX PESOS AND 57/100 only (P 989,726.57)** 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 Septic Tanks, Port of Lucena, Lucena City & Balanacan, Marinduque					
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
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	_____
B) 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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
1.0	General Expenses				
1.02	Provision of Construction Safety and Health Program	Lot	1.00		
A) MATERIALS					
Personal Protective and Equipment		Set	10.00	_____	_____
*Hard Hat					
*Reflective Safety Vest					
*Safety Shoes					
*Safety Gloves					
				SUB-TOTAL FOR MATERIALS	_____
B) LABOR					
				SUB-TOTAL FOR LABOR	_____
B) 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")
--	------	------	-----------	--------	--

Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

2.0	Maintenance of Septic Tanks at Port of Lucena, Lucena City				
2.01	Siphoning, Cleaning and Declogging of Septic Tanks	Lot	1.00		

A) MATERIALS

PTB 1	Cu.m.	8.64			
= (3.60x2.00x1.20)					
PTB 3	Cu.m.	20.46			
= (6.20x3.00x1.10)					
POB	Cu.m.	13.86			
= (5.60x1.65x1.50)					
PPD	Cu.m.	13.2			
= (5.00x2.40x1.10)					
TOTAL VOLUME OF SEPTIC TANKS	Cu.m.	56.16			

SUB-TOTAL FOR MATERIALS

B) LABOR

1.0 Foreman	Day	10.00			
Siphoning of Septic Tanks	Lot	1.00			
Manual Cleaning and Declogging of Septic Tanks	Lot	1.00			

SUB-TOTAL FOR LABOR

B) EQUIPMENT

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"
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification						
3.0	Maintenance of Septic Tanks at Port of Balanacan, Marinduque					
3.01	Siphoning, Cleaning and Declogging of Septic Tanks	lot	1.00			
A) MATERIALS						
	PTB 1 (GENTS)	Cu.m.	20.3			
	= (4.10x4.50x1.10)					
	PTB 1 (LADIES)	Cu.m.	20.63			
	= (7.50x2.50x1.10)					
	PTB 2					
	ORIG = (6.20x2.20x1.10)	Cu.m.	15.00			
	ADD = (6.20x3.00x1.10)	Cu.m.	20.46			
	TMO	Cu.m.	13.2			
	= (5.00x2.40x1.10)					
	PUBLIC C.R.	Cu.m.	8.64			
	= (3.60x2.00x1.20)					
	TOTAL VOLUME OF SEPTIC TANKS	Cu.m.	98.23			
				SUB-TOTAL FOR MATERIALS		
B) LABOR						
1.0	Foreman	Days	18.00			
	Siphoning of Septic Tanks	Lot	1.00			
	Manual Cleaning and Declogging of Septic Tanks	Lot	1.00			
				SUB-TOTAL FOR LABOR		
B) EQUIPMENT						
				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 Sixty (60) calendar days from the date of receipt of the Notice to Proceed (NTP).						
Payment Terms						
The Approved Budget for the Contract (ABC) is Eight Hundred Ninety-Five Thousand, Two Hundred Seventy-Five Pesos and 00/100 only (P 895,275.00), inclusive of VAT.						
Progress Billing may be allowed once during project implementation, subject to actual accomplishment and verification by the Inspectorate Team and the ESD.						
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 Septic Tanks, Port of Lucena, Lucena City & Balanacan, Marinduque (MPF-MRQ-25-2026)	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Eighty-Nine Thousand, Seven Hundred Twenty-Six Pesos and 57/100 only (P 989,726.57)	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: _____