



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-19-2029**

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 ELECTRICAL SYSTEM, PORT OF STA. CRUZ, MARINDUQUE (MPF-MRQ-19-2026)** with Approved Budget for the Contract (ABC) of **SEVEN HUNDRED NINETY FOUR THOUSAND FIVE HUNDRED NINETY NINE PESOS AND 62/100 only (P 794,599.62)** 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 Electrical System,
Port of Sta. Cruz, Marinduque**

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
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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")
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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")
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

2.0	Maintenance of Main Distribution Panels				
2.01	Dismantling and Disposal of Existing Electrical Utilities	Lot	1.00		

A) MATERIALS

SUB-TOTAL FOR MATERIALS

B) LABOR

1.0 Foreman	Day	2.00			
1.0 Skilled Laborer	Day	2.00			
2.0 Unskilled Laborer	Day	2.00			

SUB-TOTAL FOR LABOR

B) EQUIPMENT

1.0 Electric Drill	Day	2.00			
1.0 Electric Grinder	Day	2.00			

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")
--	------	------	-----------	--------	--

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

2.0	Maintenance of Main Distribution Panels				
2.02	Maintenance of Main Circuit Breaker and Main Distribution Panel	Lot	1.00		

A) MATERIALS

Temporary Cut Off from MARELCO

Fuel for Generator

lit

160.00

Maintenance of Main Circuit Breaker:

Nema 3R, 125Amp

assy

1.00

2" PVC Pipe

pc

2.00

2" PVC Locknut and Bushing

pc

2.00

2" PVC Male Adaptor

pc

3.00

Metal Clamp, 2"

pc

5.00

Conduit Body Type LB Threaded 2"

pc

1.00

Maintenance of Main Distribution Panel:

Main Distribution Panel Board

assy

1.00

Main: 125AT

Branches: 2 - 80AT, 2 - 50AT

THHN 50.0 sq. mm. Stranded

lm

15.00

THHN 14.0 sq. mm. Stranded

lm

166.00

THHN 8.0 sq. mm. Stranded

lm

194.00

Pull box 12" x 12"

pc

1.00

Nema 3R, 50Amp

assy

1.00

3" PVC Pipe

pc

2.00

3" PVC Elbow

pc

2.00

3" PVC Locknut and Bushing

pc

1.00

3" PVC Male Adaptor

pc

1.00

1 1/2" PVC Pipe

pc

3.00

1 1/2" PVC Elbow

pc

3.00

1 1/2" PVC Locknut and Bushing

pc

3.00

1 1/2" PVC Male Adaptor

pc

3.00

3/4" PVC Pipe

pc

1.00

3/4" PVC Locknut and Bushing

pc

4.00

3/4" PVC Male Adaptor

pc

4.00

1/2" PVC Pipe

pc

3.00

1/2" PVC Locknut and Bushing

pc

8.00

1/2" PVC Male Adaptor

pc

8.00

1/2" PVC Elbow

pc

2.00

Electrical Tape

pc

5.00

Metal Clamp, 3"

pc

5.00

Metal Clamp, 1 1/2"

pc

5.00

Expansion Bolt

pc

20.00

Maintenance of TMO & PTB Panelboards:

Panel Board, Main: 60 AT

assy

1.00

Branches: 10 - 20 AT

Panel Board, Main: 60 AT

assy

1.00

Branches: 4 - 15 AT, 10 - 20 AT, 2 - 30 AT

SUB-TOTAL FOR MATERIALS

B) LABOR

1.0 Foreman	Day	5.00			
2.0 Skilled Laborer	Day	5.00			
2.0 Unskilled Laborer	Day	5.00			

SUB-TOTAL FOR LABOR

B) EQUIPMENT

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

3.0	Maintenance of Main Distribution Panels				
3.01	Maintenance of Clamp Support for Electrical Primary Line and Mast Tower Light	Lot	1.00		

A) MATERIALS

Double-Sided Fixed Flat Iron Steel Band Electric Pole Clamp	pc	15			
Hot Dipped Bolt, 12mm Dia. x 4"	pc	30.00			
Maintenance of Mast Tower Light					
200W Electric Light	pc	16.00			
3.5mm Royal Cord 2 core	lm	60.00			
Electrical Tape	pc	2.00			
Nema 3R, 20Amp	assy	2.00			

SUB-TOTAL FOR MATERIALS

B) LABOR

1.0 Foreman	Day	2.00			
1.0 Skilled Laborer	Day	2.00			
1.0 Unskilled Laborer	Day	2.00			

SUB-TOTAL FOR LABOR

B) EQUIPMENT

1.0 Straight Boom Lift, Genie 40ft	Day	2.00			
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SUB-TOTAL FOR EQUIPMENT

ESTIMATED DIRECT COST

ESTIMATED INDIRECT COST

TOTAL COST OF WORK ITEM 3.01

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>					
4.0 Maintenance of Lighting Along Covered Walk					
4.01 Maintenance of Lighting Layout Along Covered Walk	Lot	1.00			
A) MATERIALS					
PVC Pipe 1/2"	pc	43.00			
Junction Box w/ cover	pc	22.00			
Locknut & bushing 1/2"	pc	42.00			
PVC Male adaptor 1/2"	pc	42.00			
PVC Flexible Hose	lm	35.00			
PVC Flexible Hose Connector 1/2"	pc	20.00			
Steel Cable Tie	pack	5.00			
Solvent Cement	can	1.00			
Wiring Installation:					
3.5mm2 THHN Wire	lm	373.00			
Electrical Tape	pc	5.00			
3rd Fix Installation:					
Weatherproof T8 Led	set	20.00			
Safety Breaker, 20 Amp	pc	2.00			
			SUB-TOTAL FOR MATERIALS		
B) LABOR					
1.0 Foreman	Day	9.00			
Dismantling Works:					
1.0 Skilled Laborer	Day	2.00			
1.0 Unskilled Laborer	Day	2.00			
Electrical Works:					
1.0 Skilled Laborer	Day	7.00			
2.0 Unskilled Laborer	Day	7.00			
			SUB-TOTAL FOR LABOR		
B) EQUIPMENT					
			SUB-TOTAL FOR EQUIPMENT		
			ESTIMATED DIRECT COST		
			ESTIMATED INDIRECT COST		
			TOTAL COST OF WORK ITEM 4.01		

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>						
5.0	Maintenance of Electrical System at TMO and PTB					
5.01	Maintenance of Lighting Layout Along Covered Walk	Lot	1.00			
A) MATERIALS						
Maintenance at TMO and PTB						
	LED Panel Light 600x1200mm 85W Daylight	pc	24.00			
	3 Prong duplex convenience outlet	pc	43.00			
	Aircon Tandem Outlet	pc	10.00			
	Utility box (flushed)	pc	53.00			
	THHN# 3.5 sq mm. Stranded	pc	355.00			
	15 Watts LED Bulb, E27, Daylight	pc	58.00			
	9 Watts LED Bulb, E27, Warm White	pc	21.00			
	Electrical Tape	pc	5.00			
	PVC Flexible Hose	lm	56.00			
	PVC Flexible Hose Connector 1/2"	pc	24.00			
Chipping and Restoration Works:						
	Portland Cement	bag	1.00			
	Sand (washed)	cu.m.	1.00			
	Primer Sealer (1-coat)	lit.	1.00			
	Masonry Putty (Spot)	lit.	1.00			
	Top Coat Flat Latex	lit.	1.00			
	Paint Brush, 4 inches	pc.	1.00			
	Sandpaper #100	pc.	2.00			
				SUB-TOTAL FOR MATERIALS		
B) LABOR						
1.0	Foreman	Day	10.00			
Electrical Works:						
2.0	Skilled Laborer	Day	5.00			
4.0	Unskilled Laborer	Day	5.00			
Dismantling Works:						
2.0	Unskilled Laborer	Day	2.00			
Chipping and Restoration Works:						
2.0	Unskilled Laborer	Day	3.00			
				SUB-TOTAL FOR LABOR		
B) EQUIPMENT						
1.0	Chipping hammer	Day	3.00			
				SUB-TOTAL FOR EQUIPMENT		
				ESTIMATED DIRECT COST		
				ESTIMATED INDIRECT COST		
				TOTAL COST OF WORK ITEM 5.01		

DECLARATION

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 Electrical System, Port of Sta. Cruz, Marinduque (MPF-MRQ-19-2029)	
Approved Budget for the Contract	Total Offered Quotation
Seven Hundred Ninety-Four Thousand, Five Hundred Ninety-Nine Pesos and 62/100 only (P 794,599.62)	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: _____