



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-18-2026**

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 COMFORT ROOMS AT PASSENGER TERMINAL BUILDING, PORT OF STA. CRUZ, MARINDUQUE (MPF-MRQ-18-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED NINETY NINE THOUSAND EIGHT HUNDRED NINETY NINE PESOS AND 32/100 only (P 999,899.32)** 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 Comfort Rooms at Passenger Terminal Building, Port of Sta. Cruz, 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	ls	1.00		
A) MATERIALS _____ B) LABOR SUB-TOTAL FOR MATERIALS _____ C) EQUIPMENT SUB-TOTAL FOR LABOR _____ SUB-TOTAL FOR LABOR _____ 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 set 10 _____ B) LABOR SUB-TOTAL FOR MATERIALS _____ C) EQUIPMENT SUB-TOTAL FOR LABOR _____ 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 Comfort Rooms					
2.01	Removal of existing comfort room doors, partitions, toilet fixtures, floor and wall tiles and chipping of existing floor slab for sanitary pipe installation	lot	1.00			

A) MATERIALS

SUB-TOTAL FOR MATERIALS _____

B) LABOR

1.0 Foreman	Day	6.00	_____	_____	_____
Removal Works:					
2.0 Skilled Laborer	Day	4.00	_____	_____	_____
4.0 Unskilled Laborer	Day	4.00	_____	_____	_____
Chipping Works:					
2.0 Skilled Laborer	Day	2.00	_____	_____	_____
2.0 Unskilled Laborer	Day	2.00	_____	_____	_____

SUB-TOTAL FOR LABOR _____

C) EQUIPMENT

1.00 Electric Grinder	Day	4.00	_____	_____	_____
1.00 Electric Drill	Day	4.00	_____	_____	_____
1.00 Jackhammer	Day	2.00	_____	_____	_____
1.00 Air compressor (250 cfm)	Day	2.00	_____	_____	_____
1.00 Dump truck (6.88-9.17 cu.m.)	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 Comfort Rooms					
2.02	Replacement of Existing Sanitary Pipes, Including Accessories	lot	1.00			

A) MATERIALS

uPVC Pipe 4", S1000	Pc	11.00	_____	_____	_____
uPVC Pipe 2", S1000	Pc	8.00	_____	_____	_____
uPVC Pipe 4"x4", S1000	Pc	6.00	_____	_____	_____
uPVC Pipe 2"x2", S1000	Pc	3.00	_____	_____	_____
uPVC Pipe 4"x2", S1000	Pc	3.00	_____	_____	_____
uPVC Clean out set, 4", S1000	Pc	6.00	_____	_____	_____
uPVC 45 deg elbow, 4", S1000	Pc	5.00	_____	_____	_____
uPVC 45 deg elbow, 2", S1000	Pc	7.00	_____	_____	_____
uPVC Tee, 4"x2" Series 1000	Pc	4.00	_____	_____	_____
uPVC 90 deg elbow, 4", S1000	Pc	5.00	_____	_____	_____
uPVC 90 deg elbow, 2", S1000	Pc	3.00	_____	_____	_____
uPVC P-Trap, 2", S1000	Pc	4.00	_____	_____	_____
uPVC Tee, 4"x4" S1000	Pc	4.00	_____	_____	_____
uPVC Coupling, 4" S1000	Pc	10.00	_____	_____	_____
uPVC Coupling, 2" S1000	Pc	5.00	_____	_____	_____

Floor drain, 6" Stainless Steel	Pc	4.00			
PVC Pipe Cement	Pc	2.00			
Miscellaneous Materials (Accessories, etc.)	lot	1.00			

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 _____

C) EQUIPMENT

1.00 Electric Grinder	Day	5.00			
1.00 Electric Drill	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 Comfort Rooms					
2.03	Elevation of Existing Flooring and Wall Partitions to the Desired Height	Sq.m.	20.00			

A) MATERIALS

Cement	Bags	35.00			
Sand	Cu.m.	2.00			
Gravel	Cu.m.	3.00			
1/2" thk. Plywood Form	Pc	3.00			
Form Lumber	Bd. ft.	150.00			
Common Wire Nails	Kg	3.00			
Waterproofing Compound	Pack	35.00			
Deformed Reinforcing Steel Bars	Kg	81.00			
Tie Wire no. 16	Kg	2.00			
4" CHB	Pc	20.00			

SUB-TOTAL FOR MATERIALS _____

B) LABOR

1.0 Foreman	Day	3.00			
Forming & Concreting:					
2.0 Skilled Laborer	Day	2.00			
4.0 Unskilled Laborer	Day	2.00			
Steel Fabrication & Installation:					
2.0 Skilled Laborer	Day	1.00			
2.0 Unskilled Laborer	Day	1.00			

SUB-TOTAL FOR LABOR _____

C) EQUIPMENT

1.00 Concrete mixer (1-bagger)	Day	1.00			
1.00 Concrete Vibrator (3.5hp)	Day	1.00			
1.00 Water Truck (1000gal)	Day	1.00			
1.00 Electric bar bender (25mm dia.)	Day	1.00			
1.00 Electric bar cutter (25mm dia.)	Day	1.00			

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")
2.0	Maintenance of Comfort Rooms					
2.04	Re-tiling of Comfort Rooms	sq.m.	113.00			

D) MATERIALS

Comfort Room Floor Tiles:

Non-slip floor tiles (0.60m x 0.60m)	Pc	68.00			
Tile Grout, (5 kg/pack)	Pack	2.00			
Tile Adhesive Heavy Duty (25 kg.)	Bag	4.00			

Comfort Room Wall Tiles:

0.30m x 0.60m glazed ceramic wall tiles	Pc	520.00			
Tile Grout, (5 kg/pack)	Pack	9.00			
Tile Adhesive Heavy Duty (25 kg.)	Bag	19.00			

SUB-TOTAL FOR MATERIALS _____

E) LABOR

1.0 Foreman	Day	8.00			
4.0 Skilled Laborer	Day	8.00			
4.0 Unskilled Laborer	Day	8.00			

SUB-TOTAL FOR LABOR _____

F) EQUIPMENT

Misc tools for cutting of tiles 5% of labor cost	Lot	1.00			
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SUB-TOTAL FOR EQUIPMENT _____

ESTIMATED DIRECT COST _____

ESTIMATED INDIRECT COST _____

TOTAL COST OF WORK ITEM 2.04 _____

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
2.0	Maintenance of Comfort Rooms					
2.05	Reinstallation of existing comfort room doors, partitions, and toilet fixtures, including the replacement of damaged toilet fixtures.	lot	1.00			
A) MATERIALS						
	Two Piece Water Closet	Set	1.00			
	Universal Water Saver Flush, Dual Flush Button	Pc	2.00			
	Stainless Bidet Spray	Set	3.00			
	Three Way Angle Valve, Stainless Steel 304	Pc	5.00			
	Stainless Flexible Angle Valve Hose	Pc	5.00			
	Two Way Angle Valve	Pc	2.00			
	PPR PN20, 20mm (1/2") x 4m	Pc	2.00			
	PPR Coupling, 20mm dia. (1/2"), 90 deg.	Pc	13.00			
	PPR Female Elbow, 20mm dia. (1/2"), 90 deg.	Pc	13.00			
	Teflon Tape	Pc	10.00			
	Door Jamb, 2" x 5", 70cm x 210cm	Pc	2.00			
	Miscellaneous Materials (Accessories, etc.)	Lot	1.00			
				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 _____		
C) EQUIPMENT						
1.0	Electric Drill	Day	5.00			
1.0	Electric Grinder	Day	5.00			
				SUB-TOTAL FOR EQUIPMENT _____		
				ESTIMATED DIRECT COST _____		
				ESTIMATED INDIRECT COST _____		
				TOTAL COST OF WORK ITEM 2.05 _____		

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
3.0	Maintenance of Septic Tank					
3.01	Demolition of existing concrete pavement and excavation-backfilling works	Cu.m.	21.60			

A) MATERIALS

Gravel Base Course	Cu.m.	1.20			
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SUB-TOTAL FOR MATERIALS _____

B) LABOR

1.0 Foreman	Day	5.00			
Demolition Works:					
2.0 Skilled Laborer	Day	3.00			
4.0 Unskilled Laborer	Day	3.00			
Excavation-Backfilling Works:					
2.0 Skilled Laborer	Day	2.00			
2.0 Unskilled Laborer	Day	2.00			

SUB-TOTAL FOR LABOR _____

C) EQUIPMENT

1.0 Jack hammer	Day	3.00			
1.0 Air compressor (250 cfm)	Day	3.00			
1.0 Backhoe (0.50 cu.m., 94.3 hp)	Day	1.00			
1.0 Electric Grinder	Day	1.00			
1.0 Plate compactor, vibratory (5hp)	Day	1.00			

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")
3.0	Maintenance of Septic Tank					
3.02	Concrete works	Cu.m.	7.50			

A) MATERIALS

Cement	Bags	87.00			
Sand	Cu.m.	4.00			
Gravel	Cu.m.	7.00			
1/2" thk. Plywood Form	Pc	6.00			
Form Lumber	Bd.ft.	375.00			

Common Wire Nails
Waterproofing Compound

kg. 8.00
pack 87.00

SUB-TOTAL FOR MATERIALS

B) LABOR

1.0 Foreman

Day 5.00

Forming:

2.0 Skilled Laborer

Day 3.00

4.0 Unskilled Laborer

Day 3.00

Concreting:

4.0 Skilled Laborer

Day 2.00

4.0 Unskilled Laborer

Day 2.00

SUB-TOTAL FOR LABOR

C) EQUIPMENT

1.0 Concrete mixer (1-bagger)

Day 2.00

1.0 Concrete vibrator (3.5 hp)

Day 2.00

1.0 Water Truck (1000 gal)

Day 1.00

SUB-TOTAL FOR EQUIPMENT

ESTIMATED DIRECT COST

ESTIMATED INDIRECT COST

TOTAL COST OF WORK ITEM 3.02

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
3.0	Maintenance of Septic Tank					
3.03	Steel works	Kg	2395.00			

A) MATERIALS

Deformed Reinforcing Steel bars

Kg 2395.00

Tie wire no. 16

Kg 48.00

SUB-TOTAL FOR MATERIALS

B) LABOR

1.0 Foreman

Day 6.00

Fabrication:

2.0 Skilled Laborer

Day 3.00

4.0 Unskilled Laborer

Day 3.00

Installation:

2.0 Skilled Laborer

Day 3.00

4.0 Unskilled Laborer

Day 3.00

SUB-TOTAL FOR LABOR

C) EQUIPMENT

1.0 Electric bar bender (25mm dia.)

Day 3.00

1.0 Electric bar cutter (25mm dia.)

Day 3.00

SUB-TOTAL FOR EQUIPMENT

ESTIMATED DIRECT COST

ESTIMATED INDIRECT COST

TOTAL COST OF WORK ITEM 3.03

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 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 unqualified 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 Comfort Rooms at Passenger Terminal Building, Port of Sta. Cruz, Marinduque (MPF-MRQ-18-2026)	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Ninety-Nine Thousand, Eight Hundred Ninety-Nine Pesos and 00/100 only (P 999,899.32)	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: _____