



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPR-MRQ-17-2026**

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 TMO BUILDING AND MINOR STRUCTURES, PORT OF STA. CRUZ, MARINDUQUE (MPR-MRQ-17-2026)** with Approved Budget for the Contract (ABC) of **EIGHT HUNDRED THIRTY THOUSAND THREE HUNDRED EIGHTY-NINE PESOS AND 55/100 only (₱ 830,389.55)** 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 TMO Building and Minor Structures 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	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 TMO Building					
2.01	Replacement of Ceiling	sq.m.	82.00			
A) MATERIALS 2' x 4' Ceiling Lay-in CMT - Main Runner, 1" x 1-1/2" x 12' CMT - Cross Tee, 1" x 1" x 4' CMT - Wall Angle, 1" x 1" x 10' Twisted Hanger Expansion Bolt, 1/4" Threaded Bolt, 1/4" x 3.0m Concrete Nail Ceiling Board and Accessories: Aluminum Perforated Panels, 2' x 4' x 0.70mm, Bone White or Equivalent Delivery Cost						
		pc.	5.00			
		pc.	7.00			
		pc.	5.00			
		pc.	17.00			
		pc.	17.00			
		pc.	17.00			
		kg.	2.00			
		pc.	105.00			
		lot.	1.00			
SUB-TOTAL FOR MATERIALS						
B) LABOR						
1.00	Foreman	day	5.00			
2.00	Skilled Laborer	day	5.00			
2.00	Unskilled Laborer	day	5.00			
SUB-TOTAL FOR LABOR						
C) EQUIPMENT						
1.00	Scaffolding	day	5.00			
1.00	Electric Drill	day	5.00			
1.00	Electric Grinder	day	5.00			
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 TMO Building					
2.02	Repainting of Stainless Steel Stair Railings	sq.m.	15.00			
A) MATERIALS Primer (Rust-Off, Gray Alkyd Metal Primer) Top Coat (Epoxy) Thinning Solvent for Primer Paint Brush, 2 inches Sandpaper #100						
		lit.	3.00			
		gal.	2.00			
		gal.	1.00			
		pc.	4.00			
		pc.	4.00			
SUB-TOTAL FOR MATERIALS						
B) LABOR						
1.00	Foreman	day	1.00			
2.00	Skilled Laborer	day	1.00			
2.00	Unskilled Laborer	day	1.00			
SUB-TOTAL FOR LABOR						

C) 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")
2.0 Maintenance of TMO Building					
2.03 Replacement of Damaged Doors including accessories	Lot.	1.00			

A) MATERIALS

Aluminum Swing Screen Door (1.00m x 2.10m)	set	1.00	_____	_____	_____
Aluminum Swing Screen Door (0.80m x 2.10m)	set	1.00	_____	_____	_____
Panel Type Door (0.80m x 2.10m)	set	1.00	_____	_____	_____
Miscellaneous (Hinges etc.)	lot	1.00	_____	_____	_____

SUB-TOTAL FOR MATERIALS _____

B) LABOR

1.00 Foreman	day	1.00	_____	_____	_____
2.00 Skilled Laborer	day	1.00	_____	_____	_____
2.00 Unskilled Laborer	day	1.00	_____	_____	_____

SUB-TOTAL FOR LABOR _____

C) EQUIPMENT

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 TMO Building					
2.04 Maintenance of Kitchen at TMO	lot.	1.00			

A) MATERIALS

Concrete Works:					
Portland Cement	bag	3.00	_____	_____	_____
Sand	cu.m.	0.50	_____	_____	_____
Gravel	cu.m.	0.50	_____	_____	_____
1/2" thk. Phenolic Board	pc.	1.00	_____	_____	_____
Form Lumber & Braces (Coco Lumber)	bd.ft	3.00	_____	_____	_____
CWN (assorted sizes)	kg.	1.00	_____	_____	_____

Steel Works:					
Reinforcing Steel Bars	kg.	16.00			
G.I. Tie Wire, #16	kg.	1.00			
Granite Works:					
1" thick Granite Counter Top	sq.m.	3.00			
Splash Board and Fascia, Single					
Bullnose @ every edges					
Tile Grout, (5 kg/pack)	pack	1.00			
Tile Adhesive (25 kg.)	bag	1.00			
Electrical:					
Convenience Outlet Duplex	pc.	2.00			
#12 THHN Stranded Wire (3.50mm)	ln.m.	16.00			
Electrical Moulding	pc.	3.00			
Electrical Tape	pc.	3.00			
Water Line & Plumbing:					
Stainless Steel Kitchen Sink, Single	assy.	1.00			
Tub with Gooseneck Faucet, Complete					
with Fittings and Accessories					
1/2" Ø PPR Pipe	pc.	4.00			
2" Ø PVC Drain Pipe	pc.	5.00			
PVC Solvent Cement	can	1.00			
Miscellaneous Materials (Fixtures, Plumbing, Water Line)	lot	1.00			

SUB-TOTAL FOR MATERIALS

B) LABOR

1.00 Foreman	day	7.00			
2.00 Skilled Laborer	day	7.00			
2.00 Unskilled Laborer	day	7.00			

SUB-TOTAL FOR LABOR

C) EQUIPMENT

1.00 Bar cutter	day	1.00			
1.00 Bar Bender	day	1.00			
1.00 Concrete Mixer (1-bagger)	day	1.00			
1.00 Concrete Vibrator (3.5 hp)	day	1.00			
1.00 Miscellaneous tools for cutting of tiles	day	1.00			

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")
3.0	Maintenance of Minor Structures					
3.01	Repainting of Guardhouse, Elevated Water Tank, Gates and Security Fence	Sq.m.	152.00			
A) MATERIALS						
Painting for Concrete:						
Putty (Spot)	gal.	4.00				
Top Coat (Semi-Gloss Latex Paint)	gal.	6.00				
Thinning Solvent for Putty	gal.	1.00				
Painting for Steel:						
Primer (Rust-Off, Gray Alkyd Metal Primer)	lit.	11.00				
Top Coat (Epoxy)	gal.	6.00				
Thinning Solvent for Primer	gal.	1.00				
Paint Brush, 2 inches	pc.	4.00				
Paint Brush, 4 inches	pc.	4.00				
Roller Brush w/ pan, 9 inches	pc.	4.00				
Sandpaper #100	pc.	38.00				
SUB-TOTAL FOR MATERIALS						

B) LABOR					
1.00 Foreman	day	4.00	_____	_____	_____
<i>Surface Preparation:</i>					
4.00 Skilled Laborer	day	2.00	_____	_____	_____
4.00 Unskilled Laborer	day	2.00	_____	_____	_____
<i>Paint Application:</i>					
4.00 Skilled Laborer	day	2.00	_____	_____	_____
4.00 Unskilled Laborer	day	2.00	_____	_____	_____
			SUB-TOTAL FOR LABOR _____		
C) EQUIPMENT					
			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 Minor Structures					
3.02	Repainting of R.C. Curb and Concrete Pedestal along Port Access Road	Sq.m	670.00			

A) MATERIALS					
Putty (Spot)	gal.	10.00	_____	_____	_____
Reflectorized Traffic Paint (Yellow)	gal.	34.00	_____	_____	_____
Reflectorized Traffic Paint (Black)	gal.	34.00	_____	_____	_____
Thinning Solvent for Putty	gal.	2.00	_____	_____	_____
Paint Brush, 2 inches	pc.	7.00	_____	_____	_____
Paint Brush, 4 inches	pc.	7.00	_____	_____	_____
Roller Brush w/ pan, 9 inches	pc.	4.00	_____	_____	_____
Sandpaper #100	pc.	168.00	_____	_____	_____
			SUB-TOTAL FOR MATERIALS _____		
B) LABOR					
1.00 Foreman	day	12.00	_____	_____	_____
<i>Surface Preparation:</i>					
4.00 Skilled Laborer	day	5.00	_____	_____	_____
4.00 Unskilled Laborer	day	5.00	_____	_____	_____
<i>Paint Application:</i>					
4.00 Skilled Laborer	day	7.00	_____	_____	_____
4.00 Unskilled Laborer	day	7.00	_____	_____	_____
			SUB-TOTAL FOR LABOR _____		
C) EQUIPMENT					
			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 Minor Structures					
3.03	Repainting of Vendor's Stall Kitchen walls and partitions including cleaning of existing kitchen tiles	Sq.m.	107.00			
A) MATERIALS						
<i>Painting for Concrete:</i>						
	Putty (Spot)	gal	5.00	_____	_____	_____
	Top Coat (Semi-Gloss Latex Paint)	gal	8.00	_____	_____	_____
	Thinning Solvent for Putty	pc	1.00	_____	_____	_____
	Paint Brush, 2 inches	pc	3.00	_____	_____	_____
	Paint Brush, 4 inches	pc	3.00	_____	_____	_____
	Roller Brush w/ pan, 9 inches	pc	2.00	_____	_____	_____
	Sandpaper #100	lot	27.00	_____	_____	_____
	Miscellaneous Materials (cleaning materials etc.)	gal	1.00	_____	_____	_____
				SUB-TOTAL FOR MATERIALS	_____	
B) LABOR						
	1.00 Foreman	day	5.00	_____	_____	_____
<i>Surface Preparation:</i>						
	2.00 Skilled Laborer	day	1.00	_____	_____	_____
	4.00 Unskilled Laborer	day	1.00	_____	_____	_____
<i>Paint Application:</i>						
	2.00 Skilled Laborer	day	2.00	_____	_____	_____
	4.00 Unskilled Laborer	day	2.00	_____	_____	_____
<i>Cleaning of Existing Kitchen Tiles:</i>						
	2.00 Unskilled Laborer	day	2.00	_____	_____	_____
				SUB-TOTAL FOR LABOR	_____	
C) EQUIPMENT						

				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 Thirty-seven (37) 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 Thirty Thousand Three Hundred Eighty-Nine Pesos and 55/100 only (P 830,389.55), 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 TMO Building and Minor Structures, Port of Sta.Cruz, Marinduque (MPR-MRQ-17-2026)	
Approved Budget for the Contract	Total Offered Quotation
Eight Hundred Thirty Thousand Three Hundred Eighty-Nine Pesos and 55/100 only (P 830,389.55)	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: _____