



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

**REQUEST FOR QUOTATION/CANVASS FORM**

Date: \_\_\_\_\_  
Quotation No.: \_\_\_\_\_ **MPF-MRQ-15-2026**

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 ROOFING AT PASSENGER TERMINAL BUILDING, PORT OF CAWIT, BOAC, MARINDUQUE (MPF-MRQ-15-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED NINETY-NINE THOUSAND FIVE HUNDRED FORTY-NINE PESOS AND 52/100 only (₱ 999,549.52)** 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.

**Maintenance of Roofing at Passenger Terminal Building  
Port of Cawit, Boac, 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 \_\_\_\_\_

**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

set      10      \_\_\_\_\_

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 Roof                  |       |        |           |        |                                                    |
| 2.01                                         | Removal and Disposal of Damaged Roof | sq.m. | 394.00 |           |        |                                                    |

**A) MATERIALS**

**SUB-TOTAL FOR MATERIALS** \_\_\_\_\_

**B) LABOR**

|                        |     |      |       |       |       |
|------------------------|-----|------|-------|-------|-------|
| 1.00 Foreman           | day | 5.00 | _____ | _____ | _____ |
| 4.00 Skilled Laborer   | day | 5.00 | _____ | _____ | _____ |
| 4.00 Unskilled Laborer | day | 5.00 | _____ | _____ | _____ |

**SUB-TOTAL FOR LABOR** \_\_\_\_\_

**C) EQUIPMENT**

|                                                           |     |      |       |       |       |
|-----------------------------------------------------------|-----|------|-------|-------|-------|
| 2.00 Electric Drill                                       | day | 5.00 | _____ | _____ | _____ |
| 2.00 Electric Grinder                                     | day | 5.00 | _____ | _____ | _____ |
| 1.00 Truck Mounted Hydraulic Telescopic Boom, 100 hp, 2MT | 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") |
|----------------------------------------------|--------------------------------------|-------|--------|-----------|--------|----------------------------------------------------|
| 2.0                                          | Maintenance of Roof                  |       |        |           |        |                                                    |
| 2.02                                         | Supply and Install Roofing Materials | sq.m. | 394.00 |           |        |                                                    |

**A) MATERIALS**

|                                                                 |       |          |       |       |       |
|-----------------------------------------------------------------|-------|----------|-------|-------|-------|
| 0.60 mm thk. Rib-Type, Pre-Painted Long Span Roof               | ln.m. | 394.00   | _____ | _____ | _____ |
| 1m x 50m x 25mm thk., PE Foam Insulation, 2 sided aluminum foil | roll  | 8.00     | _____ | _____ | _____ |
| 24" x 8' x 0.60mm thk. Prepainted Ridge Roll                    | pc.   | 27.00    | _____ | _____ | _____ |
| Tekscrew                                                        | pc.   | 3,400.00 | _____ | _____ | _____ |
| Aluminum Foil Tape 75 mm x 55 m Thickness 0.13mm                | pc.   | 8.00     | _____ | _____ | _____ |
| Roof Sealant, 300ml                                             | tube  | 50.00    | _____ | _____ | _____ |
| Miscellaneous Materials (Fasteners, etc.)                       | lot   | 1.00     | _____ | _____ | _____ |

**SUB-TOTAL FOR MATERIALS** \_\_\_\_\_

**B) LABOR**

|                        |     |       |       |       |       |
|------------------------|-----|-------|-------|-------|-------|
| 1.00 Foreman           | day | 16.00 | _____ | _____ | _____ |
| 4.00 Skilled Laborer   | day | 16.00 | _____ | _____ | _____ |
| 4.00 Unskilled Laborer | day | 16.00 | _____ | _____ | _____ |

**SUB-TOTAL FOR LABOR** \_\_\_\_\_

|                                     |                                                         |     |       |       |       |       |
|-------------------------------------|---------------------------------------------------------|-----|-------|-------|-------|-------|
| <b>C) EQUIPMENT</b>                 |                                                         | day |       |       |       |       |
| 2.00                                | Electric Grinder                                        | day | 16.00 | _____ | _____ | _____ |
| 2.00                                | Electric Drill                                          | day | 16.00 | _____ | _____ | _____ |
| 1.00                                | Truck Mounted Hydraulic Telescopic Boom,<br>100 hp, 2MT | day | 4.00  | _____ | _____ | _____ |
| <b>SUB-TOTAL FOR EQUIPMENT</b>      |                                                         |     |       | _____ |       |       |
| <b>ESTIMATED DIRECT COST</b>        |                                                         |     |       | _____ |       |       |
| <b>ESTIMATED INDIRECT COST</b>      |                                                         |     |       | _____ |       |       |
| <b>TOTAL COST OF WORK ITEM 2.02</b> |                                                         |     |       | _____ |       |       |

| Minimum Technical Specifications/Description |                                                                               | Unit  | Qty.   | Unit Cost | Amount | Statement of Compliance ("Comply" or "Not Comply") |
|----------------------------------------------|-------------------------------------------------------------------------------|-------|--------|-----------|--------|----------------------------------------------------|
| 3.0                                          | Maintenance of Concrete Gutter                                                |       |        |           |        |                                                    |
| 3.01                                         | Application of Waterproofing and Replacement of Stainless Downspout Strainers | sq.m. | 107.10 |           |        |                                                    |

|                                     |                                 |      |       |       |       |       |
|-------------------------------------|---------------------------------|------|-------|-------|-------|-------|
| <b>A) MATERIALS</b>                 |                                 |      |       |       |       |       |
|                                     | Waterproofing Paint             | gal. | 11.00 | _____ | _____ | _____ |
|                                     | Masonry Putty                   | gal. | 6.00  | _____ | _____ | _____ |
|                                     | Paint Brush, 2 inches           | pc.  | 2.00  | _____ | _____ | _____ |
|                                     | Paint Brush, 4 inches           | pc.  | 2.00  | _____ | _____ | _____ |
|                                     | Roller Brush w/ pan, 9 inches   | pc.  | 1.00  | _____ | _____ | _____ |
|                                     | 4" Stainless Downspout Strainer | pc.  | 20.00 | _____ | _____ | _____ |
| <b>SUB-TOTAL FOR MATERIALS</b>      |                                 |      |       | _____ |       |       |
| <b>B) LABOR</b>                     |                                 |      |       |       |       |       |
| 1.00                                | Foreman                         | day  | 4.00  | _____ | _____ | _____ |
| <b>Surface Preparation:</b>         |                                 |      |       |       |       |       |
| 4.00                                | Skilled Laborer                 | day  | 2.00  | _____ | _____ | _____ |
| 4.00                                | Unskilled Laborer               | day  | 2.00  | _____ | _____ | _____ |
| <b>Paint Application:</b>           |                                 |      |       |       |       |       |
| 4.00                                | Skilled Laborer                 | day  | 2.00  | _____ | _____ | _____ |
| 4.00                                | Unskilled Laborer               | day  | 2.00  | _____ | _____ | _____ |
| <b>SUB-TOTAL FOR LABOR</b>          |                                 |      |       | _____ |       |       |
| <b>C) EQUIPMENT</b>                 |                                 |      |       |       |       |       |
| <b>SUB-TOTAL FOR EQUIPMENT</b>      |                                 |      |       | _____ |       |       |
| <b>ESTIMATED DIRECT COST</b>        |                                 |      |       | _____ |       |       |
| <b>ESTIMATED INDIRECT COST</b>      |                                 |      |       | _____ |       |       |
| <b>TOTAL COST OF WORK ITEM 3.01</b> |                                 |      |       | _____ |       |       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Project Duration</b><br>The winning bidder shall complete all works under this project within Thirty-nine (39) calendar days from the date of receipt of the Notice to Proceed (NTP).                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| <b>Payment Terms</b><br>The Approved Budget for the Contract (ABC) is Nine Hundred Ninety-Nine Thousand Five Hundred Forty-Nine Pesos And 52/100 Only (₱ 999,549.52), inclusive of VAT.<br>Progress Billing may be allowed once during project implementation, subject to actual accomplishment and verification by the Inspectorate Team and the ESD.<br>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. |  |  |
| <b>Penalties for Delay</b><br>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.<br>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 Roofing at Passenger Terminal Building, Port of Cawit, Boac, Marinduque (MPF-MRQ-15-2026)                |                               |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Approved Budget for the Contract                                                                                        | Total Offered Quotation       |
| <p><b>Nine Hundred Ninety-Nine Thousand Five Hundred Forty-Nine Pesos and 52/100 only</b><br/><b>(₱ 999,549.52)</b></p> | In words:<br><br><br><br><br> |
|                                                                                                                         | In Figures:<br><br><br>       |
|                                                                                                                         |                               |
|                                                                                                                         |                               |
|                                                                                                                         |                               |

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: \_\_\_\_\_