



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-07-2026**

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 Projects (BAC-EP), intends to procure the project **MAINTENANCE OF PMs QUARTER, CANOPY AND ROOF DECK AT PPD, PORT OF LUCENA, LUCENA CITY (MPF-MRQ-07-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED FORTY NINE THOUSAND ONE HUNDRED FIFTY FIVE PESOS AND 16/100 ONLY (₱ 949,155.16)** 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 **9:00 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 (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 PMs QUARTER, CANOPY AND ROOF DECK AT PPD, PORT OF LUCENA, LUCENA CITY

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 1.01 _____

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 PM's Quarters					
2.01	Repainting of Interior Walls	sq.m.	181.00			
A) MATERIALS <i>Painting for Concrete:</i> Putty (Spot) gal. 8.00 _____ Top Coat (Semi-Gloss Latex Paint) gal. 12.00 _____ Thinning Solvent for Putty gal. 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 pc 46.00 _____ SUB-TOTAL FOR MATERIALS _____						
B) LABOR 1.00 Foreman Day 6.00 _____ Surface Preparation: 2.00 Skilled Laborer Day 3.00 _____ 2.00 Unskilled Laborer Day 3.00 _____ Paint Application: 2.00 Skilled Laborer Day 3.00 _____ 2.00 Unskilled Laborer Day 3.00 _____ 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					
2.00 Maintenance of PM's Quarters					
2.02 Replacement of Kitchen Countertop and Cabinets	lot	1.00			
A) MATERIALS					
<i>Granite Works:</i>					
1" thick Granite Counter Top	pc.	2.00			
Splash Board and Fascia, Single Bullnose @ every edges					
Tile Grout, (5 kg/pack)	pack	1.00			
Tile Adhesive (25 kg.)	bag	1.00			
<i>Carpentry:</i>					
3/4" thk. Marine Plywood	pc.	3.00			
Cabinet Edging (s4s), 10'	pc.	6.00			
Concealed Hinges	set	32.00			
Cabinet Handles	pc.	12.00			
Finishing Nails	kg.	1.00			
<i>Painting for Wood:</i>					
Primer	gal.	2.00			
Latex Paint	gal.	3.00			
Glazing Putty	gal.	2.00			
Paint Thinner	lit.	2.00			
Sandpaper #100	pc.	4.00			
Paint Brush, 4 "	pc.	2.00			
Roller Brush, 6 "	pc.	2.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	day	7.00			
<i>Laying of Granite:</i>					
1.00 Skilled Laborer	day	2.00			
1.00 Unskilled Laborer	day	2.00			
<i>Cabinet works :</i>					
2.00 Skilled Laborer	day	3.00			
2.00 Unskilled Laborer	day	3.00			
<i>Surface Prep. & Painting Application :</i>					
1.00 Skilled Laborer	day	2.00			
2.00 Unskilled Laborer	day	2.00			
SUB-TOTAL FOR LABOR					
B) EQUIPMENT					
Mics tools for cutting of tiles 5% of labor cost.	lot	1.00			
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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
2.0 Maintenance of PM's Quarters					
2.03 Regrouting of Floor Tiles	Sq.m.	47.00			
A) MATERIALS					
Tile Grout, (5 kg/pack)	pack	5.00			
Diamond Cutting Disk 4" dia	pc.	4.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	5.00			
3.00 Skilled Laborer	Day	5.00			
3.00 Unskilled Laborer	Day	5.00			
SUB-TOTAL FOR LABOR					
B) EQUIPMENT					
2.00 Electric Grinder	Day	5.00			
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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
2.0 Maintenance of PM's Quarters					
2.04 Maintenance of C.R.	Sq.m	5.00			
A) MATERIALS					
Water Closet (Round) with Tank complete with complete fittings & accessories, angle valve and stainless flexible supply pipe	set	1.00			
Lavatory Wall-Hung Type including Stainless faucet, angle valve, stainless flexible pipe and P-Trap	set	1.00			
Cold Line Shower Set (Shower Head, Shower Faucet and Wall mount faucet)	set	1.00			
Stainless Steel Spray Bidet	set	1.00			
Toilet Paper Holder, Stainless steel wall-mounted	set	1.00			
4" Stainless Steel Floor Drain	set	2.00			
PVC Solvent Cement	can	2.00			
400mm x 400mm Non-slip Floor Tiles (+5% Wastage)	pc.	26.00			
Tile Grout, (5 kg/pack)	pack	1.00			
Tile Adhesive (25 kg.)	bag	1.00			
Clear Tempered Glass Shower Enclosure w/ complete stainless accessories (1.50mx2.10m)	set	1.00			
Waterproofing Application					
Waterproofing Paint	gal.	1.00			
Fiberglass Mesh Waterproofing (1x50x70gam)	roll	1.00			
Miscellaneous Plumbing/Fitting Materials	lot.	1.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	6.00			
Demolition of Tiles, Floor Drain & Toilet Fixtures:					
1.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
Waterproofing Application:					
1.00 Skilled Laborer	Day	1.00			
2.00 Unskilled Laborer	Day	1.00			
Installation of Floor Tiles:					
1.00 Skilled Laborer	Day	1.00			
2.00 Unskilled Laborer	Day	1.00			
Toilet Fixtures Replacement:					
1.00 Skilled Laborer	Day	2.00			
1.00 Unskilled Laborer	Day	2.00			
SUB-TOTAL FOR LABOR					
B) EQUIPMENT					
1.00 Jackhammer	Day	2.00			
1.00 Air Compressor, 250 cfm	Day	2.00			
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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
2 Maintenance of PM's Quarters					
2.05 Replacement of Ceiling	Sq.m.	41			
A) MATERIALS					
6mm thk. Hardiflex Board 4' x 8'	pc	18.00			
19mmx50mmx0.40x5m Metal Furring	pc	89.00			
25mmx25mmx0.50x3m Wall Angle	pc	20.00			
Flat Latex Paint	gal.	2.00			
Semi-Gloss Latex Paint	gal.	3.00			
Paint Brush, 2 inches	pc	2.00			
Paint Brush, 4 inches	pc	2.00			
Roller Brush w/ pan, 9 inches	pc	2.00			
Sand Paper #100	pc	21.00			
Miscellaneous Materials (Screws, Rivets, etc)	lot	1.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	6.00			
<i>Demolition and Removal of Existing Ceiling:</i>					
1.00 Skilled Laborer	Day	1.00			
2.00 Unskilled Laborer	Day	1.00			
<i>Installation:</i>					
1.00 Skilled Laborer	Day	3.00			
2.00 Unskilled Laborer	Day	3.00			
<i>Surface Preparation & Paint Application:</i>					
1.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
SUB-TOTAL FOR LABOR					
B) EQUIPMENT					
1.00 Electric Drill	Day	4.00			
1.00 H-Frame Scaffolding (Php 300/pair)	Day	4.00			
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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification						
2	Maintenance of PM's Quarters					
2.06	Replacement of Doors and Installation of Weather Strips at Windows	lot	1.00			
A) MATERIALS						
	D-3, 1.5mm thk. Aluminum Framed Sliding Type door	set	2.00			
	w/ Key Lock, Powder-coated Finish 10mm thk.					
	Reflective Tempered Brown Glass (1.60x2.10)					
	D-4 Solid Panel Door (0.80x2.10)	set	2.00			
	D-5 Flush Door (0.70x2.10)	sq.m.	1.47			
<i>Installation of Weather Strips on Windows</i>						
	Windows Sealing Strips with Self Adhesive Tape	ln.m.	19.00			
				SUB-TOTAL FOR MATERIALS		
B) LABOR						
	1.00 Foreman	Day	3.00			
	2.00 Skilled Laborer	Day	3.00			
	2.00 Unskilled Laborer	Day	3.00			
				SUB-TOTAL FOR LABOR		
B) EQUIPMENT						
	1.0 Electric Drill	Day	3			
				SUB-TOTAL FOR EQUIPMENT		
				ESTIMATED DIRECT COST		
				ESTIMATED INDIRECT COST		
				TOTAL COST OF WORK ITEM 2.06		

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 Maintenance of Canopy at Parking					
3.01 Replacement of Canopy at Parking	sq.m.	61.00			
A) MATERIALS					
GA 24 (0.60mm) Pre-Painted Rib Type Roofing	pc.	20			
Single Sided Insulation, 10mm thk	roll	2			
Plastic Screen Mesh (Green 3ft 3/4")	sq.m.	61			
Welding Rod Special	kg.	3			
G.I. Sheet G.A. 26, 4' x 8'	pc.	9			
Fascia Board 12mm x 10" x 8'	pc.	16			
Red Oxide Metal Primer	gal.	3			
Quick Dry Enamel	gal.	4			
Paint Thinner	lit.	7			
Paint Brush, 4"	pc.	2.00			
Roller Brush, 6"	pc.	2.00			
Tekscrew	pc.	200.00			
Cap screw 5/16 x 2	pc.	10.00			
Silicon Sealant	tube	2.00			
Concrete Nails	kg.	2.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	7.00			
3.00 Skilled Laborer	Day	7.00			
3.00 Unskilled Laborer	Day	7.00			
SUB-TOTAL FOR LABOR					
B) EQUIPMENT					
1.00 Electric Drill	Day	7			
1.00 Welding Machine, 400amp/54hp	Day	7			
1.00 Oxy-Acetylene Cutting Outfit	Day	7			
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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification						
4	Maintenance of Roof Deck					
4.01	Application of waterproofing at PPD Roof Deck	sq.m.	403.00			
A) MATERIALS Waterproofing on Tile Finish: _____ Clear Waterproofing Paint gal. 41.00 _____ Paint Brush, 4 inches pc. 5.00 _____ Roller Brush w/ pan, 9 inches pc. 5.00 _____ Miscellaneous Materials (Cleaning, etc) lot 1.00 _____ SUB-TOTAL FOR MATERIALS _____ B) LABOR 1.00 Foreman Day 8.00 _____ <i>Surface Preparation</i> 2.00 Skilled Laborer Day 4.00 _____ 3.00 Unskilled Laborer Day 4.00 _____ <i>Water Proofing Application</i> 2.00 Skilled Laborer Day 4.00 _____ 3.00 Unskilled Laborer Day 4.00 _____ SUB-TOTAL FOR LABOR _____ B) EQUIPMENT SUB-TOTAL FOR EQUIPMENT _____ ESTIMATED DIRECT COST _____ ESTIMATED INDIRECT COST _____ TOTAL COST OF WORK ITEM 4.01 _____						

Project Duration

The winning bidder shall complete all works under this project within **FORTY TWO (42)** calendar days from the date of receipt of the Notice to Proceed (NTP).

Payment Terms

The Approved Budget for the Contract (ABC) is **NINE HUNDRED FORTY NINE THOUSAND ONE HUNDRED FIFTY FIVE PESOS AND 16/100 ONLY (₱ 949,155.16)**, 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 PMs QUARTER, CANOPY AND ROOF DECK AT PPD, PORT OF LUCENA, LUCENA CITY (MPF-MRQ-07-2026)

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION
NINE HUNDRED FORTY NINE THOUSAND ONE HUNDRED FIFTY FIVE PESOS AND 16/100 ONLY (₱ 949,155.16)	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: _____