

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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-09-2026**

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 RRTF FACILITY AND GUARDBOUSES, PORT OF BALANACAN, MARINDUQUE (MPF-MRQ-09-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED NINETY NINE THOUSAND SIX HUNDRED FORTY SIX PESOS AND 36/100 ONLY (₱ 999,646.36)** 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 RRTF FACILITY AND GUARDHOUSES, PORT OF BALANACAN, 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")
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 _____ 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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification						
2.0	Maintenance of RRTF Facility					
2.01	Steel and Roofing Works	Lot	1.00			
A) MATERIALS						
	3" dia. X 6.00m. G.I. Pipe, S40 (post)	pcs	4.00			
	2" x 4" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Girder)	pcs	3.00			
	2" x 4" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Rafter)	pcs	3.00			
	2" x 3" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Floor Joist & Bridging)	pcs	7.00			
	2" x 3" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Vertical & Horiz. studs)	pcs	26.00			
	2" x 3" x 6.00m x1.5mm thk. Galvanized C - Purlins	pcs	8.00			
	7"x 7"x 1/2" thk Steel Plate	pcs	8.00			
	3/4" dia. Dyna Bolt	pcs	32.00			
	3/4" thk. x 4' x 8' Marine Plywood (Flooring)	pcs	5.00			
	1/4" thk x 4' x 8' Ficem Board (Wall & Ceiling)	pcs	32.00			
	Black Screw for Ficem Board	pcs	1300.00			
	0.60 mm thk. Rib-Type, Pre-Painted Long Span Roof	ln.m.	26.00			
	Ga. 24 x 16" x 8ft, Colored, Flashing	pcs	6.00			
	Ga. 24 x 24" x 8ft, Colored, Std. Gutter	pcs	3.00			
	2" dia. X 3.00 PVC Pipe, Down spout	pcs	2.00			
	2" dia. PVC 1/4 bend	pcs	6.00			
	Metal Furring, 32mm x 52mm x 3 meters, 0.6mm thk. (Ceiling)	pcs	30.00			
	Solvent Cement	can	1.00			
	Teks Screw	pcs	210.00			
	Blind Rivet	box	2.00			
	Cutting disk, 4"	pcs	10.00			
	Grinding disk, 4"	pcs	5.00			
	Welding rod	box	2.00			
	Aluminum Insulation Foam (10mm, Double sided)	sq.m.	94.00			
SUB-TOTAL FOR MATERIALS						
B) LABOR						
	1.00 Foreman	Day	10.00			
	2.00 Skilled Laborer	Day	10.00			
	4.00 Unskilled Laborer	Day	10.00			
SUB-TOTAL FOR LABOR						
C) EQUIPMENT						
	1.00 Electric grinder	Day	5.00			
	1.00 Electric Drill	Day	5.00			
	1.00 Welding Machine	Day	10.00			
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						
2.00	Maintenance of RRTF Facility					
2.02	Supply, Delivery, and Installation of Doors and Windows	sq.m.	5.68			
A) MATERIALS						
	Flush Door Type (1 set - 2.10m X 0.75m)	sq.m.	1.58			
	Automatic Door Closer (Flush Door)	pcs	1.00			
	3" x 3" Loose Pin Hinges	pcs	3.00			
	Door Knob	set	1.00			
	1.5mm thk. Framed Powder Coated Fixed & Sliding Type Window w/ 10mm thk. Reflective Tempered Brown Glass (3 sets - 0.90m x 1.20m)	sq.m.	3.24			
	Fixed Louvered Steel Window (3 sets - 0.20m x 1.425m)	sq.m.	0.86			
	SUB-TOTAL FOR MATERIALS					
B) LABOR						
	1.00 Foreman	day	3.00			
	1.00 Skilled Laborer	day	3.00			
	2.00 Unskilled Laborer	day	3.00			
	SUB-TOTAL FOR LABOR					
C) EQUIPMENT						
	1.00 Electric Drill	day	3.00			
	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 RRTF Facility					
2.03 Electrical Works	lot	1.00			
A) MATERIALS					
THHN # 3.5 mm^2 Stranded	box	1.00			
THHN # 5.5 mm^2 Stranded	m	20.00			
Duplex Convenience Outlet (Weather Proof)	pc	5.00			
ACU Outlet	pc	1.00			
Electrical Tape	pcs	4.00			
Utility Box	pcs	7.00			
Junction Box, 4"	pcs	9.00			
PVC Solvent	liter	2.00			
PVC Conduit Pipe, 20mm dia.	pcs	30.00			
40 watts Fluorescent Lamp (Box Type)	set	2.00			
18 watts Led Bulb	pcs	7.00			
Socket Bulb 2 x 4	pcs	7.00			
2 Gang Switch	set	1.00			
Nema Electrical Panel Board with Main 40A CB, 2P, 230V; 1-30A, 230V, 2P; 3-20A, 230V, 2P	set	1.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	3.00			
1.00 Skilled Laborer	Day	3.00			
1.00 Unskilled Laborer	Day	3.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Drill	Day	3.00			
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 RRTF Facility					
2.04	Painting Works	Sq.m	179.00			
A) MATERIALS						
	Flat Latex Paint Topcoat	gal.	7.00			
	Flat Latex Paint Primer	gal.	4.00			
	Gypsum Putty	gal.	2.00			
	50mm Fiberglass Mesh Tape	pc.	6.00			
	Epoxy Primer	gal.	5.00			
	Top Coat Epoxy	gal.	7.00			
	Thinning Solvent (Epoxy Reducer)	gal.	2.00			
	Pallette	pair	2.00			
	Paint Brush, #2	pc.	10.00			
	Paint Roller, 6"	pc.	6.00			
	Sand Paper	pc.	47.00			
SUB-TOTAL FOR MATERIALS						
B) LABOR						
1.00	Foreman	Day	5.00			
	Surface Preparation:					
2.00	Skilled Laborer	Day	2.00			
2.00	Unskilled Laborer	Day	2.00			
	Paint Application:					
2.00	Skilled Laborer	Day	3.00			
4.00	Unskilled Laborer	Day	3.00			
SUB-TOTAL FOR LABOR						
C) EQUIPMENT						
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					
3 Maintenance of Two (2) Units of Guardhouses					
3.01 Steel and Roofing Works	lot	1			
A) MATERIALS					
3" dia. X 6.00m. G.I. Pipe, S40 (post)	pcs	4.00			
2" x 4" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Girder & Girt)	pcs	5.00			
2" x 3" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Floor joist & Bridging)	pcs	5.00			
2" x 3" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Truss)	pcs	3.00			
2" x 3" x 6.00m x1.5mm thk. Galvanized Tubular Bar (Vertical & Horiz. studs)	pcs	25.00			
2" x 3" x 6.00m x1.5mm thk. Galvanized C - Purlins	pcs	7.00			
7"x 7"x 1/2" thk Steel Plate	pcs	8.00			
3/4" dia. Dyna Bolt	pcs	32.00			
3/4" thk. x 4' x 8' Marine Plywood (Flooring)	pcs	2.00			
1/4" thk x 4' x 8' Ficem Board (Wall & Ceiling)	pcs	24.00			
Black Screw for Ficem Board	pcs	1100.00			
0.60 mm thk. Rib-Type, Pre-Painted Long Span Roof	ln.m.	24.00			
Ga. 24 x 16" x 8ft, Colored, Ridge Roll	pcs	3.00			
Ga. 24 x 16" x 8ft, Colored, Flashing	pcs	5.00			
Ga. 24 x 24" x 8ft, Colored, Std. Gutter	pcs	6.00			
2" dia. X 3.00 PVC Pipe, Down spout	pcs	4.00			
2" dia. PVC 1/4 bend	pcs	12.00			
Metal Furring, 32mm x 52mm x 3 meters, 0.8mm thk. (Ceiling)	pcs	27.00			
Solvent Cement	can	1.00			
Teks Screw	pcs	132.00			
Blind Rivet	box	2.00			
Cutting disk, 4"	pcs	15.00			
Grinding disk, 4"	pcs	10.00			
Welding rod	box	2.00			
Aluminum Insulation Foam (10mm, Double sided)	sq.m.	70.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	10.00			
2.00 Skilled Laborer	Day	10.00			
4.00 Unskilled Laborer	Day	10.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric grinder	Day	5.00			
1.00 Electric Drill	Day	5.00			
1.00 Welding Machine	Day	10.00			
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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification						
3	Maintenance of Two (2) Units of Guardhouses					
3.02	Supply, Delivery, and Installation of Doors and Windows	sq.m.	10.14			
A) MATERIALS						
	Flush Door Type (1 set - 2.10m X 0.70m)	sq.m.	2.94			
	Automatic Door Closer (Flush Door)	pcs	2			
	3" x 3" Loose Pin Hinges	pcs	6			
	Door Knob	set	2			
	1.5mm thk. Framed Powder Coated Sliding Type Window w/ 10mm thk. Reflective Tempered Brown Glass (4 sets -1.00m x 1.20m)	sq.m.	4.8			
	1.5mm thk. Framed Powder Coated Fixed Type Window w/ 10mm thk. Reflective Tempered Brown Glass (2 sets -1.00m x 1.20m)	sq.m.	2.40			
				SUB-TOTAL FOR MATERIALS		
B) LABOR						
	1.00 Foreman	Day	4.00			
	1.00 Skilled Laborer	Day	4.00			
	2.00 Unskilled Laborer	Day	4.00			
				SUB-TOTAL FOR LABOR		
C) EQUIPMENT						
	1.0 Electric Drill	Day	4			
				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")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
3 Maintenance of Two (2) Units of Guardhouses					
3.03 Electrical Works	lot	1.00			
A) MATERIALS					
THHN # 3.5 mm^2 Stranded	box	1			
THHN # 5.5 mm^2 Stranded	m	30			
Duplex Convenience Outlet (Weather Proof)	pc	2			
Electrical Tape	pcs	4			
Utility Box	pcs	4			
Junction Box, 4"	pcs	12			
PVC Solvent	liter	2			
PVC Conduit Pipe, 20mm dia.	pcs	10			
(GH1 Connect to Street Light & GH2 Connect to HMLT)					
40 watts Fluorescent Lamp (Box Type)	set	2.00			
18 watts Led Bulb	pcs	8.00			
Socket Bulb 2 x 4	pcs	8.00			
2 Gang Switch	set	2.00			
16" Orbit Electric fan, 220v	sets	2.00			
20 amp CB with cover (Weatherproof)	sets	2.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	3.00			
1.00 Skilled Laborer	Day	3.00			
1.00 Unskilled Laborer	Day	3.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Drill	Day	3			
SUB-TOTAL FOR EQUIPMENT					
ESTIMATED DIRECT COST					
ESTIMATED INDIRECT COST					
TOTAL COST OF WORK ITEM 3.03					

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						
3	Maintenance of Two (2) Units of Guardhouses					
3.04	Painting Works	sq.m.	148.00			
A) MATERIALS						
	Flat Latex Paint Topcoat	gal.	5.00			
	Flat Latex Paint Primer	gal.	3.00			
	Gypsum Putty	gal.	2.00			
	50mm Fiberglass Mesh Tape	pc.	6.00			
	Epoxy Primer	gal.	4.00			
	Top Coat Epoxy	gal.	7.00			
	Thinning Solvent (Epoxy Reducer)	gal.	1.00			
	Pallette	pair	2.00			
	Paint Brush, #2	pc.	10.00			
	Paint Roller, 6"	pc.	6.00			
	Sand Paper	pc.	35.00			
SUB-TOTAL FOR MATERIALS						
B) LABOR						
1.00	Foreman	Day	4.00			
	Surface Preparation					
2.00	Skilled Laborer	Day	2.00			
2.00	Unskilled Laborer	Day	2.00			
	Water Proofing Application					
2.00	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 3.04						

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 NINETY NINE THOUSAND SIX HUNDRED FORTY SIX PESOS AND 36/100 ONLY (₱ 999,646.36), 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 RRTF FACILITY AND GUARDHOUSES, PORT OF BALANACAN, MARINDUQUE
(MPF-MRQ-09-2026)**

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION
NINE HUNDRED NINETY NINE THOUSAND SIX HUNDRED FORTY SIX PESOS AND 36/100 ONLY (₱ 999,646.36)	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: _____