



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-10-2026**

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 FACILITIES AT PTB-1, PERIMETER WALL AND DRAINAGE COVER, PORT OF BALANACAN, MARINDUQUE (MPF-MRQ-10-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED NINETY EIGHT THOUSAND EIGHT HUNDRED FIFTY TWO PESOS AND 27/100 ONLY (₱ 998,852.27)** 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 FACILITIES AT PTB-1, PERIMETER WALL AND DRAINAGE COVER, PORT OF BALANACAN, 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 Closing-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")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
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 1.02 _____					

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 Facilities at FTS-1					
2.01 Maintenance of Electrical Room and Tackling Area	sq.m.	6.00			
A) MATERIALS					
Elastomeric Paint	gal.	3			
Putty (Spot)	gal.	2.00			
Thinning Solvent for Putty, Primer and Top Coat	gal.	1.00			
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.	16.00			
Scraper	pc.	3.00			
Flush Door w/ jamb (0.80m ² -1.0m)	sq.m.	2.52			
3-Prong Duplex Convenience Outlet	pc.	1.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	2.00			
1.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Drill	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")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
2.00 Maintenance of Facilities at PTB-1					
2.02 Maintenance of Comfort Rooms	sq	1.00			
A) MATERIALS					
Push Door with jamb (1.0mx2.10m)	sq.m.	8.3			
Automatic Door Closer	set	3.00			
Door Lockset	set	3.00			
Loose Pin Hinges, 3"x3"	pair	6.00			
Automatic Hand Dryer	set	1.00			
Wall-mounted Liquid Soap Dispenser (200ml)	pc.	3.00			
Toilet Paper Holder	pc.	12.00			
Bidet Spray	pc.	12.00			
Urinal Flush Valve	pc.	6.00			
Lavatory Faucet Gooseneck	pc.	9.00			
Water Tank fittings push button type including toilet seat & cover, angle valve(2way), and stainless flexible supply pipe	pc.	12.00			
Tapeless Tape	roll.	5.00			
Silicone Sealant	bot.	6.00			
Emergency Lighting Unit 220V, Twin Head	pc.	6.00			
10W LED Bulb, Warm White	pc.	2.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	day	4.00			
2.00 Skilled Laborer	day	4.00			
4.00 Unskilled Laborer	day	4.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Drill	day	2.00			
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")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
2.0 Maintenance of Facilities at PTD-1					
2.03 Replacement of Ceiling	sqm.	43.00			
A) MATERIALS					
Perforated Metal Panels, 2' x 4' x 0.70mm, Powder Coated Bone White or Equivalent	pc.	58.00			
10% Delivery Cost	wt	1.00			
Miscellaneous Materials (for replacement of damaged framings and other accessories)	wt	1.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	2.00			
2.00 Skilled Laborer	Day	2.00			
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 2.03					

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>					
3.0	Maintenance of Perimeter Wall				
3.01	Cap Filling and Plastering of Perimeter Wall	sq. ft.	42.50		
A) MATERIALS					
	Portland Cement (+5% wastage)	bag	8.00		
	Sand	cum.	10.00		
	Waterproofing Compound	bag	8.00		
	Pallets	pair	4.00		
	Sandpaper #100	pc	4.00		
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00	Foreman	Day	2.00		
2.00	Skilled Laborer	Day	2.00		
4.00	Unskilled Laborer	Day	2.00		
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
2.00	H-Frame Scaffolding	Day	2.00		
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")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
3 Maintenance of Perimeter Wall					
3.02 Repairing of Perimeter Wall and Steel Fence	lin. ft.	143			
A) MATERIALS					
Putty (Spot)	gal.	14.00			
Semi-Gloss Latex Paint	gal.	34.00			
Thinning Solvent for Putty	gal.	2.00			
Paint Brush, 2"	pc.	5.00			
Paint Brush, 4"	pc.	5.00			
Roller Brush with pan, 9"	pc.	3.00			
Sandpaper #100	pc.	107.00			
Scraper	pc.	7.00			
Steel Brush	pc.	7.00			
Epoxy Primer with Catalyst	gal.	4.00			
Epoxy Paint	gal.	6.00			
Leaquer Thinner	gal.	1.00			
			SUB-TOTAL FOR MATERIALS _____		
B) LABOR					
1.00 Foreman	Day	9.00			
Surface Preparation:					
3.00 Skilled Laborer	Day	4.00			
4.00 Unskilled Laborer	Day	4.00			
Paint Application:					
3.00 Skilled Laborer	Day	5.00			
4.00 Unskilled Laborer	Day	5.00			
			SUB-TOTAL FOR LABOR _____		
C) EQUIPMENT					
2.00 H-frame scaffolding	Day	9.00			
			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")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
4 Maintenance of Drainage Cover					
4.01 Replacement of Drainage Cover	Items	11.00			
A) MATERIALS					
Portland cement (40 kg.)	bag	18.00			
Sand	cum.	1.00			
Crushed gravel (3/4")	cum.	2.00			
Plywood Form (1/2")	pc.	2.00			
Form Lumber & Braces	bd.ft.	24.00			
Common Wire Nails	kg.	1.00			
Deformed Reinforcing Steel bars	kg.	233.00			
Tie wire no. 16	kg.	5.00			
0.622m x 0.503m Steel Grating Hot Dipped Galvanized	pc.	12.00			
75mm x 3mm thk. Flat Bar Hot Dipped Galvanized	pc.	8.00			
25mm x 3mm thk. Flat Bar Hot Dipped Galvanized	pc.	1.00			
25mm x 3mm thk. Flat Bar Hot Dipped Galvanized	pc.	8.00			
Welding Rod	pcs.	1.00			
Hot Dip Galvanizing	kg.	361.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	8.00			
Demolition & Excavation Work:					
2.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
Forming Work:					
2.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
Concreting Work:					
2.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
Fit Work:					
2.00 Skilled Laborer	Day	2.00			
2.00 Unskilled Laborer	Day	2.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Jackhammer	Day	2.00			
1.00 Air Compressor, 350cfm	Day	2.00			
1.00 Concrete Cutter, 8hp	Day	2.00			
1.00 Truck Mounted Hydraulic Telescopic Boom, 100hp, 2MT	Day	2.00			
1.00 Concrete mixer (1-bagger)	Day	1.00			
1.00 Concrete vibrator (3.5 hp)	Day	1.00			
1.00 Water Truck (1000 lt)	Day	1.00			
1.00 Welding Machine, 400amp	Day	2.00			
1.00 Oxy-Acetylene Cutting Outfit	Day	2.00			
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 **TWENTY NINE (29)** 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 EIGHT THOUSAND EIGHT HUNDRED FIFTY TWO PESOS AND 27/100 ONLY (P 998,852.27)**, 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 FACILITIES AT PTB-1, PERIMETER WALL AND DRAINAGE COVER, PORT OF BALANACAN, MARINDUQUE (MPF-MRQ-10-2026)

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION
NINE HUNDRED NINETY EIGHT THOUSAND EIGHT HUNDRED FIFTY TWO PESOS AND 27/100 ONLY (P 998,852.27)	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: _____