



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: _____ **MPF-MRQ-37-2026**

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 **EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER TERMINAL BUILDING, PORT OF LUCENA, LUCENA CITY (MPF-MRQ-37-2026)** with Approved Budget for the Contract (ABC) of **NINE HUNDRED NINETY NINE THOUSAND SIX HUNDRED EIGHTY SEVEN PESOS AND 11/100 ONLY (P 999,687.11)** 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 09 November 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.



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

PROJECT: Emergency Maintenance of Comfort Rooms at Passenger Terminal Building
 LOCATION: Port of Lucena, Lucena City
 APPROVED BUDGET FOR THE CONTRACT (ABC) : ₱ 999,687.11
 CONTRACT DURATION : Thirty (30) Calendar Days

ITEM NO.	UNIT	QTY.	SCOPE OF WORK	UNIT COST	TOTAL COST
1.0			General Expenses		
1.1	L.S	1.00	Mobilization/Demobilization and Cleaning-up		
1.2	lot	1.00	Provision of construction safety and health program		
2.0			MAINTENANCE OF CR AT AREA-1		
2.1	sq.m.	102.00	Replacement of Damaged Ceiling Panels		
2.2	lot	1.00	Replacement of Damaged and Missing Toilet & Sanitary Fixtures		
2.3	lot	1.00	Replacement of Lighting and Electrical Fixtures		
3.0			MAINTENANCE OF CR AT AREA-3		
3.1	sq.m.	5.00	Regrouting and Replacement of Damaged Wall Tiles		
3.2	lot	1.00	Replacement of Damaged and Missing Toilet & Sanitary Fixtures		
3.3	lot	1.00	Replacement of Lighting and Electrical Fixtures		
			X-X-X-X-X		
TOTAL AMOUNT					-
TOTAL AMOUNT IN WORDS					
Name of		Printed Name and Signature		Position	

EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER TERMINAL BUILDING, PORT OF LUCENA, LUCENA CITY

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
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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")
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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 1.02 _____

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 CR at Area-1					
2.01 Replacement of Damaged Ceiling Panels	sq. in.	102.00			
A) MATERIALS					
Aluminum Perforated Panels, 2' x 2' x 0.70mm thk., perfo. Dia. = 2.0mm powder coated bone white	pc	284			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	4.00			
Removal Works:					
1.00 Skilled Laborer	Day	1.00			
2.00 Unskilled Laborer	Day	1.00			
Installation:					
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	4.00			
1.00 Electric Grinder	Day	4.00			
4.00 H-Frame Scaffolding (1-pair)	Day	4.00			
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 CR at Area-1					
2.02 Replacement of Damaged and Missing Toilet & Sanitary Fixtures	lot	1.00			
A) MATERIALS					
AT PTB-1 GROUND FLOOR AND 2ND FLOOR					
CR					
Water Tans fittings lever type including toilet seat cover, angle valve(2way), and stainless flexible supply pipe	sets	21.00			
Stainless Bidet Hose (Spray)	sets	21.00			
Urinal w flush valve	sets	1.00			
Urinal Flush valve	sets	9.00			
Stainless Faucet (for Counter Type Lavatory) including angle valve, stainless flexible supply pipe & P-Trip w/lean out	sets	12.00			
Stainless Faucet for Slop Sink	sets	4.00			
Wall Mounted Liquid Soap Dispenser (400ml)	sets	8.00			
Wall Mounted Jumbo Roll Toilet Paper Dispenser (Plastic, 27cm x 27cm x 13cm)	sets	4.00			
Stainless Bidet Hose (Spray) - Spare	sets	12.00			
angle valve (2way) - Spare	sets	13.00			
Stainless flexible hose - Spare	sets	13.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	day	6.00			
2.00 Skilled Laborer	day	6.00			
4.00 Unskilled Laborer	day	6.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Drill	Day	6.00			
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 CR at Area-1					
2.03 Replacement of Lighting and Electrical Fixtures	lot	1.00			
A) MATERIALS					
AT PTB-1 GROUND FLOOR AND 2ND FLOOR CR					
Automatic Hand Dryer	set	4.00			
Window Type Exhaust Fan, 12"	set	4.00			
Downlight w/out glass cover Recessed	set	13.00			
Mounted Type 6" dia. E27 Lamp Holder					
11 Watts LED Bulb, E27, Daylight	pcs	13.00			
3.5mm ² THHN/TI-WN-2 Wire	mtrs	95.00			
Electrical Tape (big)	pcs	4.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	5.00			
1.00 Skilled Laborer	Day	5.00			
2.00 Unskilled Laborer	Day	5.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Drill	Day	2.00			
1.00 H-Frame Scaffolding (1-pair)	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")
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
3.0 Maintenance of CR at Area-3					
3.01 Regrouting and Replacement of Damaged Wall Tiles	sq. m	6.00			
A) MATERIALS					
600mm x 600mm Glazed Ceramic Wall Tiles	pc	20.00			
Tile Grout, (5 kg/pack)	pack	3.00			
Tile Adhesive (25 kg.)	bag	1.00			
Diamond cutting disk 4" dia	pc	4.00			
SUB-TOTAL FOR MATERIALS					
B) LABOR					
1.00 Foreman	Day	2.00			
Removal Works:					
1.00 Skilled Laborer	Day	1.00			
1.00 Unskilled Laborer	Day	1.00			
Installation:					
1.00 Skilled Laborer	Day	1.00			
2.00 Unskilled Laborer	Day	1.00			
SUB-TOTAL FOR LABOR					
C) EQUIPMENT					
1.00 Electric Grinder	Day	1.00			
1.00 H-Frame Scaffolding	Day	1.00			
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 CR at Area-3					
3.02 Replacement of Damaged and Missing Toilet & Sanitary Fixtures	lot	1.00			
A) MATERIALS					
Water Tank fittings lever type including toilet seat cover, angle valve(2way), and stainless flexible supply pipe	set	2.00			
Water Tank complete w/ fittings push button including toilet seat cover, angle valve(2way), and stainless flexible supply pipe	set	2.00			
Stainless Bidet Hose (Spray)	set	7.00			
Urinal Flush valve	set	2.00			
Stainless Faucet (for Counter Type Lavatory) including angle valve, stainless flexible supply pipe & P-Trap w/ clean out	set	6.00			
Wall Mounted Liquid Soap Dispenser (400ml)	set	6.00			
Wall Mounted Jumbo Roll Toilet Paper Dispenser (Plastic, 27cm x 27cm x 13cm)	set	2.00			
SUB-TOTAL FOR MATERIALS _____					
B) LABOR					
1.00 Foreman	Day	3.00			
1.00 Skilled Laborer	Day	3.00			
3.00 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 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>					
3 Maintenance of CR at Area-3					
3.03 Replacement of Lighting and Electrical Fixtures	lot	1.00			
A) MATERIALS					
Automatic Hand Dryer	set	2.00			
Window Type Exhaust Fan, 12"	set	4.00			
Downlight w/out glass cover Recessed Mounted Type 6" dia. E27 Lamp Holder	set	2.00			
11 Watts LED Bulb, E27, Daylight	pc	2.00			
3.5mm ² THHN/THWN-2 Wire	mtrs	32.00			
Electrical Tape (big)	pc	2.00			
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 3.03 _____					

Project Duration

The winning bidder shall complete all works under this project within **THIRTY (30)** 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 EIGHTY SEVEN PESOS AND 11/100 ONLY (P 999,687.11)**, 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.

**EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER TERMINAL BUILDING,
PORT OF LUCENA, LUCENA CITY, (MPF-MRQ-37-2026)**

APPROVED BUDGET FOR THE CONTRACT**TOTAL OFFERED QUOTATION**

**NINE HUNDRED NINETY NINE THOUSAND
SIX HUNDRED EIGHTY SEVEN PESOS AND
11/100 ONLY (P 999,687.11)**

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:

BID FORM
EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER
TERMINAL BUILDING, PORT OF LUCENA, LUCENA CITY(MPF-MRQ-37-2026)

To: **MS. ANNA THERESA M. BISCOCHO.**

Port Manager

Philippine Ports Authority, PMO MRQ

Brgy. Talao-Talao, Port Area, Lucena City

Having examined the Philippine Bidding Documents (PBD), the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a) We have no reservation to the PBD for the ***Emergency Maintenance of Comfort Rooms at Passenger Terminal Building, Port of Lucena, Lucena City (MPF-MRQ-37-2026)***;
- b) We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below, is

_____.
- d) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;
- e) If our bid is accepted, I/we commit to enter to a contract and provide a performance security and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify & confirm that we comply with the eligibility requirements pursuant to the PBD.

We acknowledge that failure to sign each and every page of this Bid Form shall be a ground for the rejection of our bid.

Signature over Printed Name of Bidder

Company Name

Position/Designation

Date

ANNEX "A": MANPOWER AND EQUIPMENT DEPLOYMENT COMMITMENT FORM

Project Name: EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER
TERMINAL BUILDING (MPF-MRQ-37-2026)

Project Location: Port of Lucena

Bidder/Contractor: _____

In compliance with the Affidavit of Manpower and Equipment Deployment Commitment Form which is relevant to the preparation and submission of the bid proposal for the above-mentioned project in accordance with the Philippine Bidding Documents (PBD), the following manpower and equipment are hereby committed for deployment to the project:

A. KEY MANPOWER *

No.	Name	Position/Designation
1		
2		
3		
4		
5		
6		
7		
8		

**Add more if necessary*

B. EQUIPMENT *

No.	Equipment Description	Quantity	Ownership (Owned/Leased/Rented)
1			
2			
3			
4			
5			
6			
7			
8			

**Add more if necessary*

I hereby certify that the foregoing manpower and equipment shall be made available and deployed for the implementation of the project upon receipt of the Notice to Proceed and throughout the duration of the contract, subject to the requirements of the Procuring Entity.

Prepared/Committed by:

Name of Authorized Representative with Signature

Position

Company Name & TIN:

Date Issued:

**If your company is awarded the contract, all names listed are required to secure their respective Identification Cards at the Port Police Division of this PMO. For further details, refer to the Engineering Services Division of this PMO.*

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT OF MANPOWER AND EQUIPMENT DEPLOYMENT COMMITMENT

I, _____, of legal age, Filipino, and a resident of _____, after having been duly sworn in accordance with law, hereby depose and state that:

1. I am the duly authorized representative of _____, the bidder of the project:

**Project Name: EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER
TERMINAL BUILDING (MPF-MRQ-37-2026)**

Project Location: Port of Lucena

2. Should our company be awarded the contract, we commit to deploy the key manpower and equipment listed in the **MANPOWER AND EQUIPMENT DEPLOYMENT COMMITMENT FORM (Annex "A")**, for the implementation of the project throughout its duration.
3. The identified manpower and equipment shall be mobilized upon receipt of the Notice to Proceed (NTP) and shall remain available and sufficient throughout the duration of the project to meet the approved work schedule and contractual requirements.
4. We undertake not to withdraw, substitute, or reassign the committed manpower and equipment without prior written approval from the Manager of the Engineering Services Division (ESD) of the Phil. Ports Authority – Port Management Office of Marinduque/Quezon (PPA PMO MRQ) and only for justifiable reasons in accordance with applicable procurement rules and regulations.
5. In the event that any of the committed manpower becomes unavailable due to resignation, illness, accident, termination, leave, or any other justifiable reason, the Contractor shall immediately provide a qualified replacement and/or deploy additional manpower as necessary to ensure that the required workforce and project schedule are maintained without delay or disruption.
6. Furthermore, should the Contractor find it necessary to deploy manpower in excess of the number indicated in the approved **FORM (Annex "A")**, the

Contractor shall formally notify the Project-in-Charge of the ESD in writing prior to or upon such deployment for proper monitoring and documentation. Such additional manpower shall be at the Contractor's expense and shall not entitle the Contractor to any additional compensation under the Contract.

7. I hereby bind myself and the company I represent to this commitment and assume full responsibility for the faithful compliance thereof.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 2026, in _____, Philippines.

AFFIANT

JURAT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2026, in _____, Philippines. Affiant exhibited to me his/her competent proof of identity:

ID Type: _____

ID Number: _____

WITNESS MY HAND AND NOTARIAL SEAL on the day, year, and place first above-written.

Doc. No. : _____

Page No. : _____

Book No. : _____

Series No. : 2026

ANNEX "B": CERTIFICATE OF SITE INSPECTION

This is to certify that on the ____ day of _____, 2026, a site inspection by _____ was conducted at the project location with the following details:

Project Name: Project Name: EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER TERMINAL BUILDING (MPF-MRQ-37-2026)

Project Location: Port of Lucena, Lucena City

The purpose of the site inspection is to verify the actual site conditions and circumstances relevant to the preparation and submission of the bid proposal for the above-mentioned project in accordance with the Philippine Bidding Documents (PBD).

By signing and concurring this certificate, the Contractor acknowledges that its authorized representative has inspected the project site and has examined and assessed the existing conditions, accessibility, and work environment, and other factors that may affect the cost, methodology, scheduling, and execution of the project.

The Contractor further signifies that it has obtained all information deemed necessary for the preparation of its bid and shall not use any lack of knowledge of site conditions as a basis for claims for additional compensation or extension of time.

Issued this ____ day of _____, 2026 at the Philippine Ports Authority – Port Management Office of Marinduque/Quezon (PPA PMO MRQ).

Certified by:

RAUL A. LIBATIQUE

Engineering Services Division Manager
PPA PMO MRQ

Inspected/Concurred by:

Name of Authorized Representative

Position

Company Name & TIN:

Date Issued:

REPUBLIC OF THE PHILIPPINES }
CITY/MUNICIPALITY OF _____} S.S.

AFFIDAVIT OF SITE INSPECTION

I, _____, of legal age, Filipino, and a resident of _____, after having been duly sworn in accordance with law, hereby depose and state that:

1. I am the duly authorized representative of _____;
2. On the _____ day of _____, 2026, I personally conducted a site inspection of the project:
Project Name: Project Name: EMERGENCY MAINTENANCE OF COMFORT ROOMS AT PASSENGER TERMINAL BUILDING (MPF-MRQ-37-2026)
Project Location: Port of Lucena, Lucena City
3. During the inspection, I examined the existing site conditions, accessibility, work environment, and other factors relevant to the preparation of our bid proposal;
4. I certify that our firm has obtained sufficient information necessary for the preparation and submission of its bid and fully understands the conditions affecting the execution of the project;
5. I hereby affirm and adopt as true and correct the contents of the Certificate of Site Inspection (Annex "B"), which forms an integral part of this Affidavit. I acknowledge that the observations, findings, and information obtained during the site inspection were duly considered in the preparation of our bid proposal. Accordingly, our firm shall not invoke any alleged lack of knowledge, misunderstanding, or misappreciation of the site conditions, accessibility, work environment, existing facilities, or any other observable circumstances at the project site as a basis for requesting additional compensation, variation orders, extension of contract time, or relief from any contractual obligation, except as may be allowed under applicable laws, rules, regulations, and the provisions of the Contract.
6. I execute this Affidavit to attest to the truth of the foregoing facts and for submission to the Philippine Ports Authority – Port Management Office of Marinduque/Quezon (PPA PMO MRQ) in connection with the bidding for the above-mentioned project.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 2026, in _____, Philippines.

AFFIANT

JURAT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2026, in _____, Philippines. Affiant exhibited to me his/her competent proof of identity:

ID Type: _____
ID Number: _____

WITNESS MY HAND AND NOTARIAL SEAL on the day, year, and place first above-written.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series No. : 2026

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Proposal]

OMNIBUS SWORN STATEMENT

and I, _____ of legal age, _____, _____,
Name of Affiant Civil Status Nationality

with residence at _____, do hereby depose and state that:
Address of Affiant

1. I am _____ or authorized representative of _____
Name of FFCE Name of FFCE

with office address at _____;
Address of FFCE

2. ☐ As the owner and sole proprietor or authorized representative of _____ as _____
Name of FFCE

supported by the attached duly notarized Special Power of Attorney, I have full power and

authority to do, execute, and perform any and all acts necessary to participate, submit proposals, and to sign and execute the ensuing contract for _____ of the _____;
Project Title

Name of Procuring Entity

- ☐ As the authorized representative of the partnership, corporation, or cooperative, duly registered as _____, I am granted full power and authority to do, _____
Name of FFCE

execute, and perform any and all acts necessary to participate, propose, and to sign and execute the ensuing contract for _____ of the _____;
Project Title Name of FFCE

as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. _____ is not "blacklisted" or otherwise prohibited from submitting _____
Name of FFCE

proposals for the purpose of entering into government contracts by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign governments, or foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. _____ is authorizing the Head of the Procuring Entity (HoPE)
or _____
its duly authorized representative(s) to verify all the documents submitted;

6. ☐ **If sole proprietorship:** The _____ and its spouse are not
related

by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- ☐ **If Partnership:** The partnership itself and the partners of _____ are
not

related by consanguinity or affinity up to the third civil degree to the HoPE, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- ☐ **If Cooperative:** The cooperative itself and members of the board of directors, general manager, or chief executive officer of _____ are not related by
consanguinity

or affinity up to the third civil degree to the HoPE (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- ☐ **If Corporation:** The corporation, and officers, directors, controlling stockholders and beneficial owners of _____ are not related by consanguinity or affinity
up

to the third civil degree to the HoPE, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

8. **[If Corporation:]** _____ declares its beneficial ownership
consistent

with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the Securities and Exchange Commission (SEC) in accordance with its annual reportorial requirements.

9. _____ did not give or pay directly or indirectly, any commission, amount, *Name of FFCE*

fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. _____ have the necessary capacity to timely deliver the agricultural *Name of FFCE*

and fishery products required under the Procurement Project, in accordance with the specifications, quality standards, and quantities determined by the Procuring Entity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Proposal for and behalf of:

Name of FFCE

Affiant's Signature over Printed Name
Position/Designation
Date

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ____, *[date issued]*, *[place issued]*

IBP No. ____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____