PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE - MASBATE
2nd Floor, Port Operations Building (POB), Brgy. Bapor, Port Area, Masbate City

REQUEST FOR QUOTATION

Procurement Project Title:	**MPF-MSB-13-2026 MAINTENANCE OF GUARD HOUSE, GENERATOR SHED, AND FENCE & GATE, PORT OF CLAVERIA**		
Approved Budget for the Contract (ABC):	**₱ 944,110.43**	Mode of Procurement:	**Section 34 (Small Value Procurement)**
Contract No.:	**MSB 26010**	APP Reference:	**Updated Version No. 03 APP CY 2026 (Infra.)**
End-User Unit:	**Engineering Services Division**	Contract Duration	**60 Calendar Days**
Deadline for Submission of Bids	**09:00 AM 27 October 2026**	Source of Funds:	**Corporate Operating Budget**
RFQ No.:	**2026-10-002**		

Date: 20 October 2026

The Philippine Ports Authority – Port Management Office of Masbate intends to procure indicated in this Request for Quotation (RFQ) in accordance with **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Interested bidders are hereby invited to submit their quotation/proposal, signed by the duly authorized representative, **on or before the set deadline indicated above,** subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information indicated below:

BIDS AND AWARD COMMITTEE
2nd Floor, Port Operations Building (POB), Port Area, Brgy. Bapor, Port Area, Masbate City, Masbate, Philippines 5400
Email: bacpmomasbate@gmail.com.
Telephone No. (056) 533-0272

Please submit your proposal along with the following requirements:

a. **PhilGEPS Registration Certificate**
b. **Mayor's/Business Permit**
c. **Notarized Omnibus Sworn** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx
d. **Latest Income/ Business Tax Return**

Proof of authorization shall be a duly **notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney**, whichever is applicable, in case of a corporation, partnership, or cooperative, or joint venture; or a duly **notarized Special Power of Attorney** in case of a sole proprietorship, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

For any clarification, you may contact Ms. Jennifer S. Espiritu via telephone at (056 533-0272).

RENE L. AGAO, II
Chairperson, Bids and Awards Committee

BIDS AND AWARDS COMMITTEE
For Engineering Projects

INSTRUCTIONS TO BIDDERS

I. Contractor-applicant shall accomplish all the Bid Forms and use separate sheet if necessary.

II. All supporting photocopied documents shall be duly marked **"CERTIFIED TRUE COPY FROM THE ORIGINAL"** by the Authorized Managing Officer.

III. Bids shall be submitted on or before the published deadline, otherwise it shall be marked "LATE" and shall not be accepted.

IV. The First Envelope or the Technical Component of the Bid shall contain the following documents:

1. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
    a. It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
    b. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
    c. It is authorizing the Port Manager or his duly authorized representative/s to verify all the documents submitted;
    d. The signatory is the authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint;
    e. It complies with the disclosure provisions under Section 47 of the Act in relation to the other provisions of RA 3019;
    f. It complies with existing labor laws and standards.
3. PhilGEPS Registration Number;
4. Latest income and business tax returns
5. Valid PCAB License for the type and cost of the contract to be bid;

V. The Second Envelope or the Financial Component of the Bid shall contain the following documents:

1. Bid Proposal in the prescribed form
2. Bid Prices in the Bill of Quantities
3. Detailed Estimates
4. Summary sheets of prices of construction materials, labor, and equipment used in coming up with bid.
5. Cash Flow by quarter and payment schedule

VI. All pages of the Technical and Financial Proposals shall be chronologically paged and shall be signed by the Authorized Managing Officer.

VII. The Technical and Financial Proposals shall be provided with "cover" and "table of contents".

VIII. Aside from the original copies of the technical and financial bids, the bidders are required to submit six (6) photocopies of these bids properly bound and marked original or photocopy as the case may be.

Properly bound shall mean cloth-bound, hard-bound or paper-bound. Combo-bound (or ring-bound), fastener-bound or stapler-bound, or with loose page/s, shall not be accepted.

1. The original and photocopies of the Technical Proposal shall be wrapped together and marked "Technical Proposal/Bid".
2. The original and photocopies of the Financial Proposal shall be wrapped together and marked "Financial Proposal/Bid".
3. The Technical and Financial Proposals shall then be wrapped together, and the wrapper shall be marked as follows:

Name of Bidder
Bidder's Address

To the BAC Chairperson
PPA-PMO Masbate
2nd Floor, Port Operations Building,
Brgy. Bapor, Masbate City

Name of Contract to be bid:_____
_____

DO NOT OPEN BEFORE *"the schedule time of bidding"*

IX. Bidders or their duly authorized representatives are encouraged to attend the Opening of the Bids, the date of which is indicated in the Request for Quotation. The bidder's authorized representatives shall present an authorization from the Authorized Managing Officer.

X. Failure to comply with any of the above requirements shall be grounds for disqualification.

XI. Please be guided accordingly.

RENE L. AGAO II
BAC Chairperson

BILL OF QUANTITIES

Name of Project: MPF-MSB-13-2026 MAINTENANCE OF GUARD HOUSE, GENERATOR SHED, AND FENCE & GATE, PORT OF CLAVERIA (A260008)

(CONTRACT NO. MSB 2610)

ITEM NO.	DESCRIPTION OF WORKS	UNIT	QUANTITY	UNIT PRICE	AMOUNT
I	**MAINTENANCE OF DAMAGED FENCE**				
1.01	Construct of Perimeter Fence	sq.m	55.024		
1.02	Fabrication and Installation of Steel Gate 1 & 2 including Painting Works	lot	1.00		
II	**GENERATOR SHED**				
2.01	Provision of Generator Shed and Electrical	lot	1.00		
III	**GUARD HOUSE**				
3.01	Concrete Roof Slab removal of Guard House	lot	1.00		
3.02	Roofings Works	lot	1.00		
3.03	Installation of Door and Windows	lot	1.00		
3.04	Ceiling Works	lot	1.00		
3.05	Electrical Works	lot	1.00		
3.06	Painting Works	lot	1.00		
				TOTAL	
Amount in Words:					

Submitted by:

Name and Signature of Authorized Representative : _____

Position : _____

Name of Bidder : _____

Date : _____

Date: _____

The Port Manager
PPA-PMO Masbate
2nd Floor, Port Operations Building,
Brgy. Bapor, Masbate City, Masbate

Attention: **The Chairperson**
Bids and Awards Committee

Sir:

In accordance with your request for quotation for the project, **MPF-MSB-13-2026 MAINTENANCE OF GUARD HOUSE, GENERATOR SHED, AND FENCE & GATE, PORT OF CLAVERIA (CONTRACT NO. MSB 2610)** and subject to all the condition hereof, We/I propose to accomplish all the necessary works and all necessary plant/equipment, tools, appliances, consumable stores, fuel, labor, and materials, to complete the works at our/my own expense at the following prices in Philippine Currency:

BILL NO.	DESCRIPTION OF WORKS	BID AMOUNT (Php)
I	**PROVISION OF PERIMETER FENCE AND GATE**	
1.01	Construct of Perimeter Fence	
1.02	Fabrication and Installation of Steel Gate 1 & 2 including Painting Works	
II	**GENERATOR SHED**	
2.01	Provision of Generator Shed and Electrical	
III		
3.01	Concrete Roof Slab removal of Guard House	
3.02	Roofings Works	
3.03	Installation of Door and Windows	
3.04	Ceiling Works	
3.05	Electrical Works	
3.06	Painting Works	
TOTAL ESTIMATED COST (Including VAT)		
AMOUNT IN WORDS:		

Note: Total amount in accordance with prices quoted in the Bill of Quantities

1. Quantities are approximate only and are to be used for comparison of bids. Actual quantities will be as needed in the field and as ordered by the Engineer.

2. Contractors' quotations shall be inclusive of required taxes.

3. All pages of the proposal should be signed by the bidder.

4. Erasures or corrections in the proposal should be initialed by the bidder's authorized signatory.

We/I make this proposal with adequate knowledge of the kind, quantity and quality of the materials, services and scope of the work required. If our proposal is accepted, we/I will, after receiving the Notice of Award, enter into Contract within ten (10) days from receipt of such Notice of Award.

We/I shall commence works within seven (7) calendar days from the issuance of the Notice to Proceed and complete the works in accordance with the plans and technical specifications within Sixty (60) calendar days.

We/I understand that the Authority may order additions to or deletions from the scope of work as specified, if necessary.

Enclosed herewith are the detailed estimates and computations of the cost of all items of work enumerated above.

All provisions contained in the contract affected by the acceptance of this Proposal shall extend to and be binding upon the successors of the parties hereto.

Very truly yours,

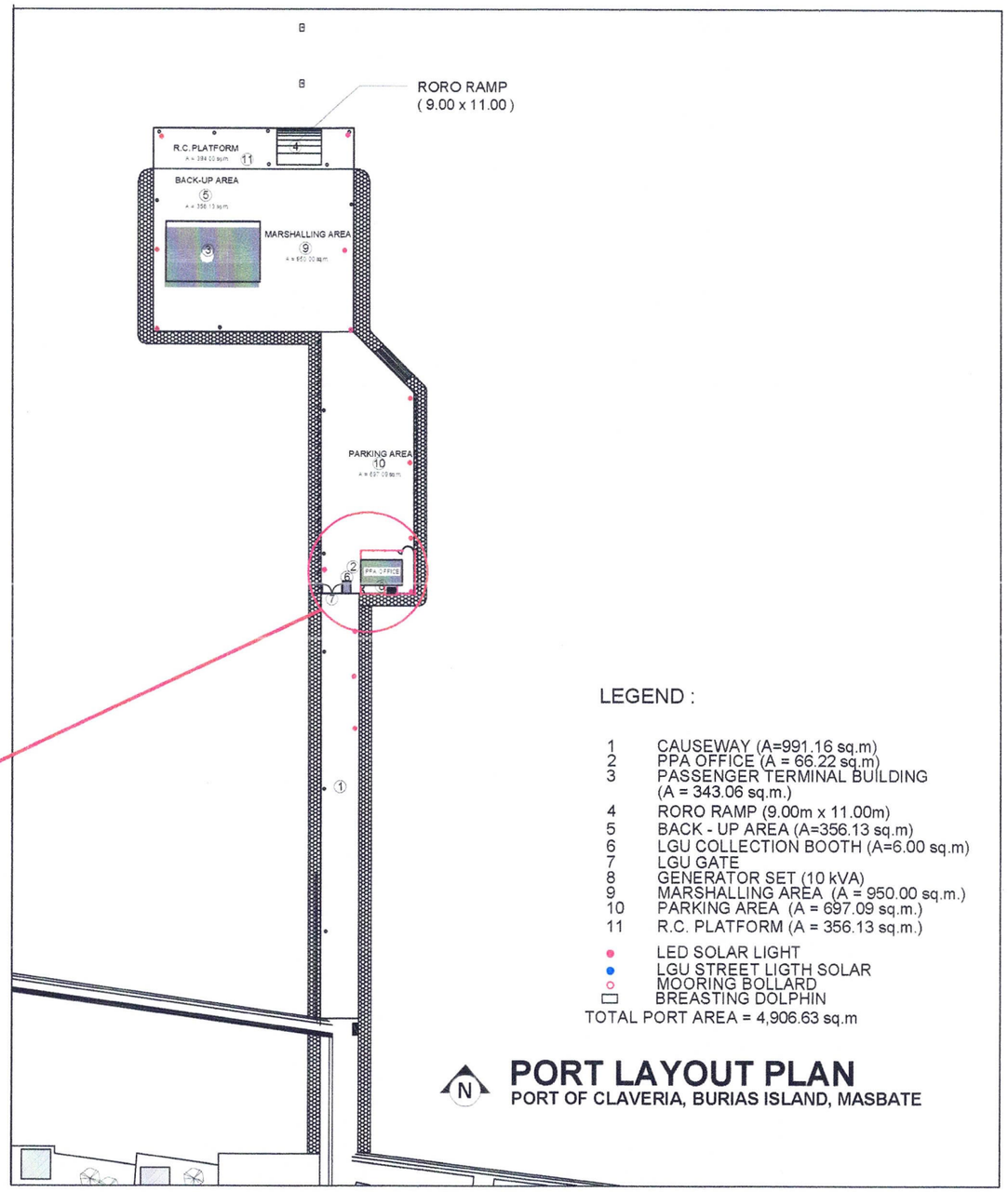
(Signature of the Authorized Signing Official)

Business Name :_____

Address : _____

Full Name of Authorized Signing Official : _____

Position of the Authorized Signing Official : _____



LEGEND :

1 CAUSEWAY (A=991.16 sq.m)
2 PPA OFFICE (A = 66.22 sq.m)
3 PASSENGER TERMINAL BUILDING (A = 343.06 sq.m.)
4 RORO RAMP (9.00m x 11.00m)
5 BACK - UP AREA (A=356.13 sq.m)
6 LGU COLLECTION BOOTH (A=6.00 sq.m)
7 LGU GATE
8 GENERATOR SET (10 kVA)
9 MARSHALLING AREA (A = 950.00 sq.m.)
10 PARKING AREA (A = 697.09 sq.m.)
11 R.C. PLATFORM (A = 356.13 sq.m.)

● LED SOLAR LIGHT
● LGU STREET LIGTH SOLAR
○ MOORING BOLLARD
▭ BREASTING DOLPHIN

TOTAL PORT AREA = 4,906.63 sq.m

N

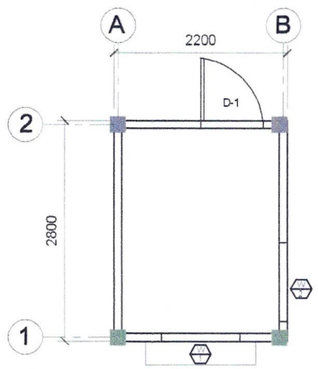
PORT LAYOUT PLAN

PORT OF CLAVERIA, BURIAS ISLAND, MASBATE

PHILIPPINE PORTS AUTHORITY

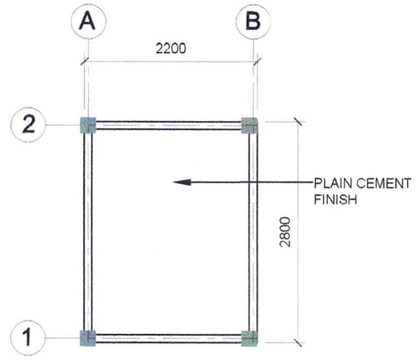
PORT MANAGEMENT OFFICE OF MASBATE
Masbate City

PROJECT TITLE:	PREPARED BY:	CHECKED/REVIEWED BY:	APPROVED:	SHEET NO.:
MPF-MSB-13-2026 MAINTENANCE OF GUARD HOUSE, GENERATOR SHED, FENCE & GATE	**JOSIENOUR C. PATOTOY**	**NELSON Y. CAABAY, JR.**	**OLIVER S. RODULFO, JR.**	1 / 7
LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	



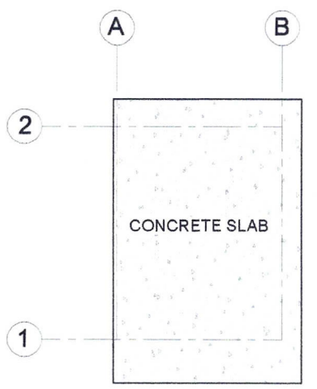
PLAN

SCALE: 1:75 M



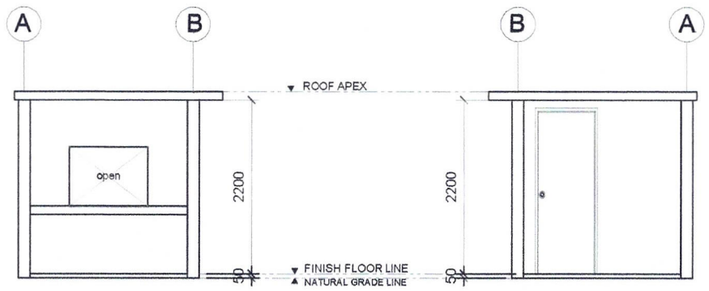
FLOOR FINISH PLAN

SCALE: 1:75 M

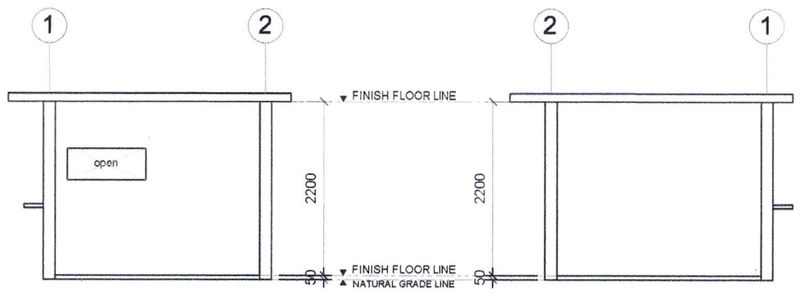


ROOF PLAN

SCALE: 1:75 M



FRONT REAR



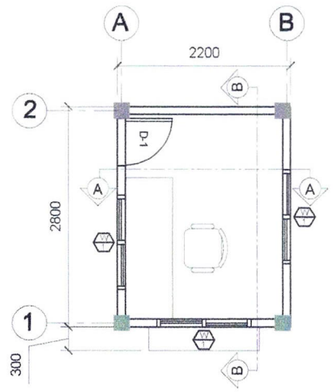
RIGHT LEFT

ELEVATIONS

SCALE: 1:75 M

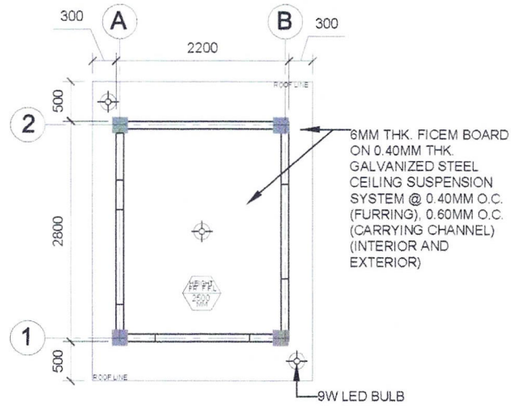
EXISTING GUARD HOUSE

PHILIPPINE PORTS AUTHORITY	PORT MANAGEMENT OFFICE OF MASBATE Masbate City	PROJECT TITLE:	PREPARED BY:	CHECKED/REVIEWED BY:	APPROVED:	SHEET NO.:
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		LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	



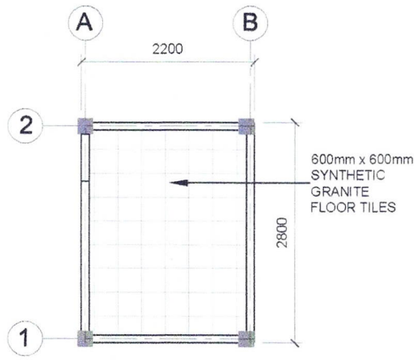
PLAN

SCALE: 1:75 M



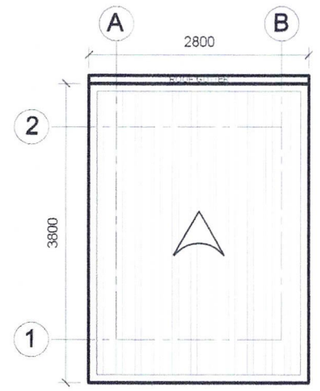
REFLECTED CEILING PLAN

SCALE: 1:75 M



FLOOR FINISH PLAN

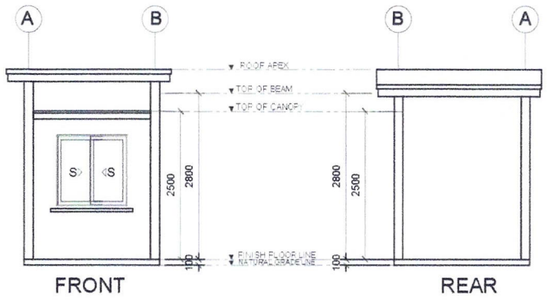
SCALE: 1:75 M

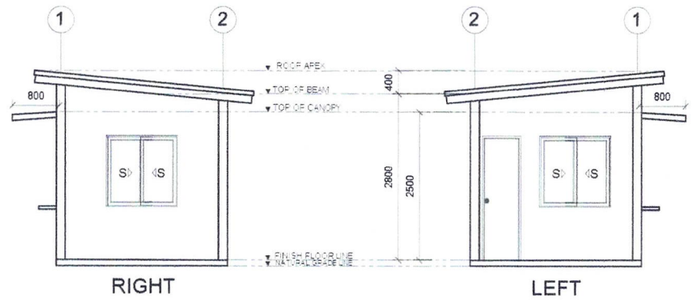


ROOF PLAN

SCALE: 1:75 M

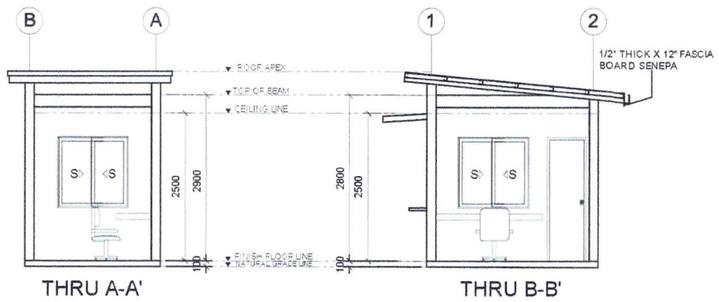
NOTE:
DEMOLISH EXISTING ROOF SLAB





ELEVATIONS

SCALE: 1:100 M

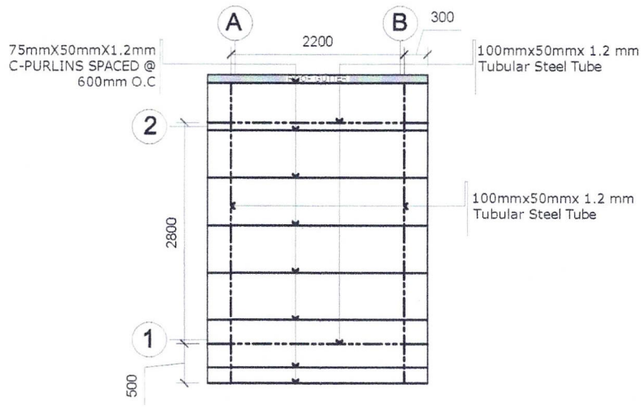


SECTIONS

SCALE: 1:100 M

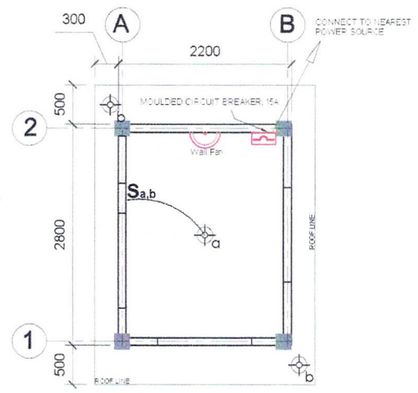
PROPOSED MAINTENANCE OF GUARD HOUSE

PHILIPPINE PORTS AUTHORITY	PORT MANAGEMENT OFFICE OF MASBATE Masbate City	PROJECT TITLE:	PREPARED BY:	CHECKED/REVIEWED BY:	APPROVED:	SHEET NO.:
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		LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	



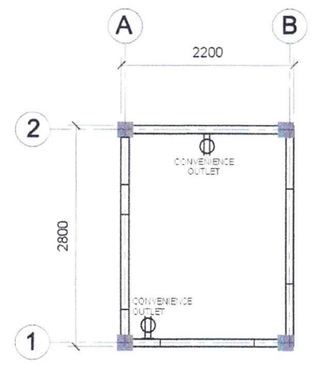
ROOF FRAMING LAYOUT

SCALE: 1:75 M



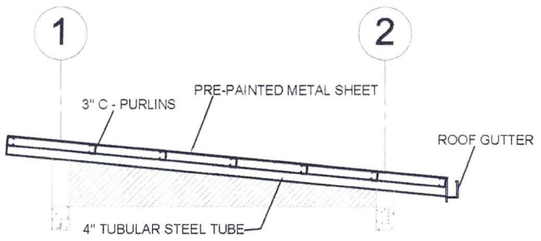
LIGHTING LAYOUT

SCALE: 1:75 M



POWER LAYOUT

SCALE: 1:75 M



RAFTER DETAILS

SCALE: 1:50 M

D1	TYPE: WOODEN FLUSH DOOR SPECIFICATIONS : WITH JAMB AND DOOR KNOB QUANTITY: 1 SET

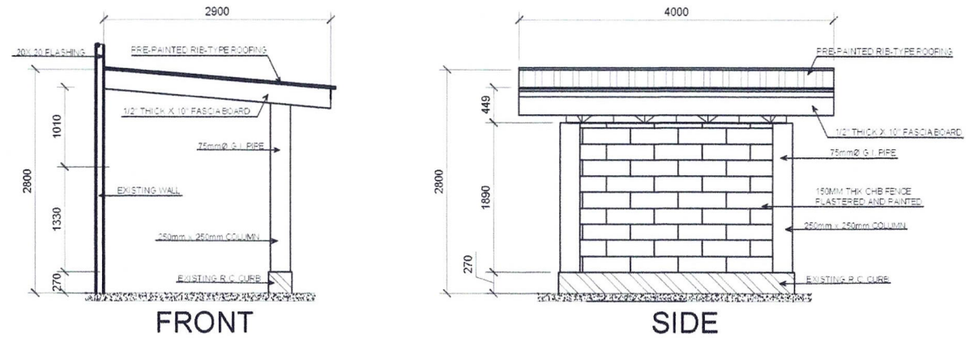
W1	TYPE: SLIDING WINDOW SPECIFICATIONS : 1/4 THK REFLECTED GLASS ON ALU.FRAME ANALOK QUANTITY: 3 SET

SCHEDULE OF DOOR AND WINDOW

SCALE: NTS

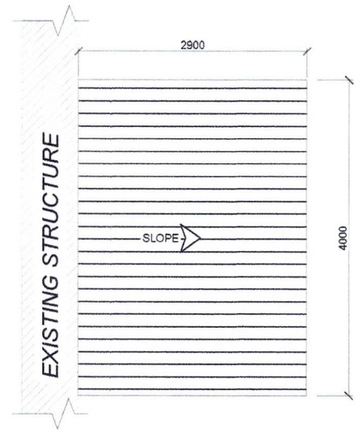
PROPOSED MAINTENANCE OF GUARD HOUSE

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		LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	

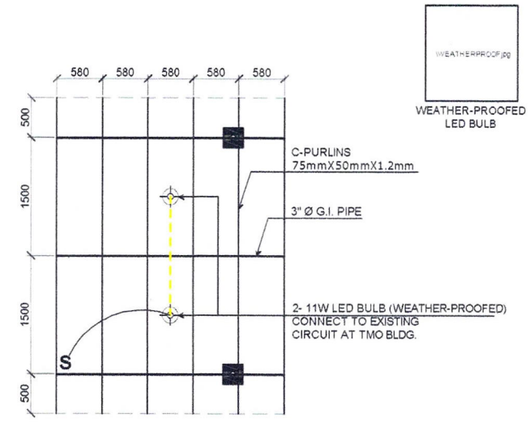


FRONT SIDE

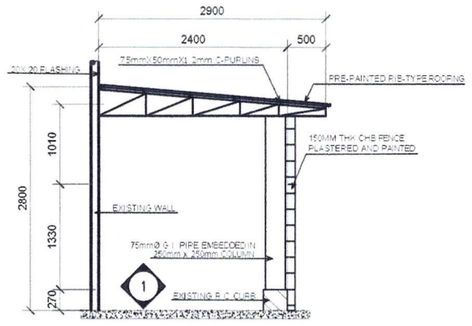
ELEVATION
SCALE: 1:75 M

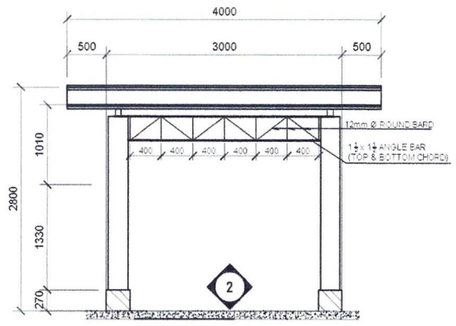


ROOF PLAN
SCALE: 1:75 M



ROOF FRAMING PLAN
SCALE: 1:75 M

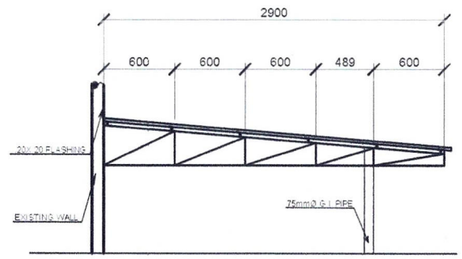


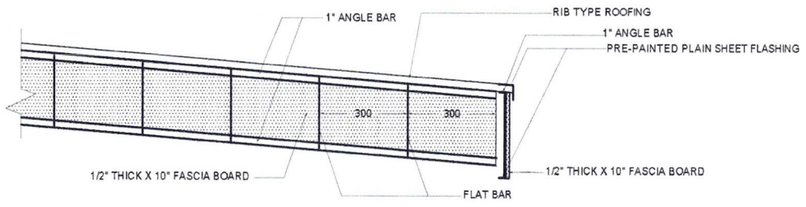


SECTIONS 1 & 2
SCALE: 1:75 M

GENERATOR SHED

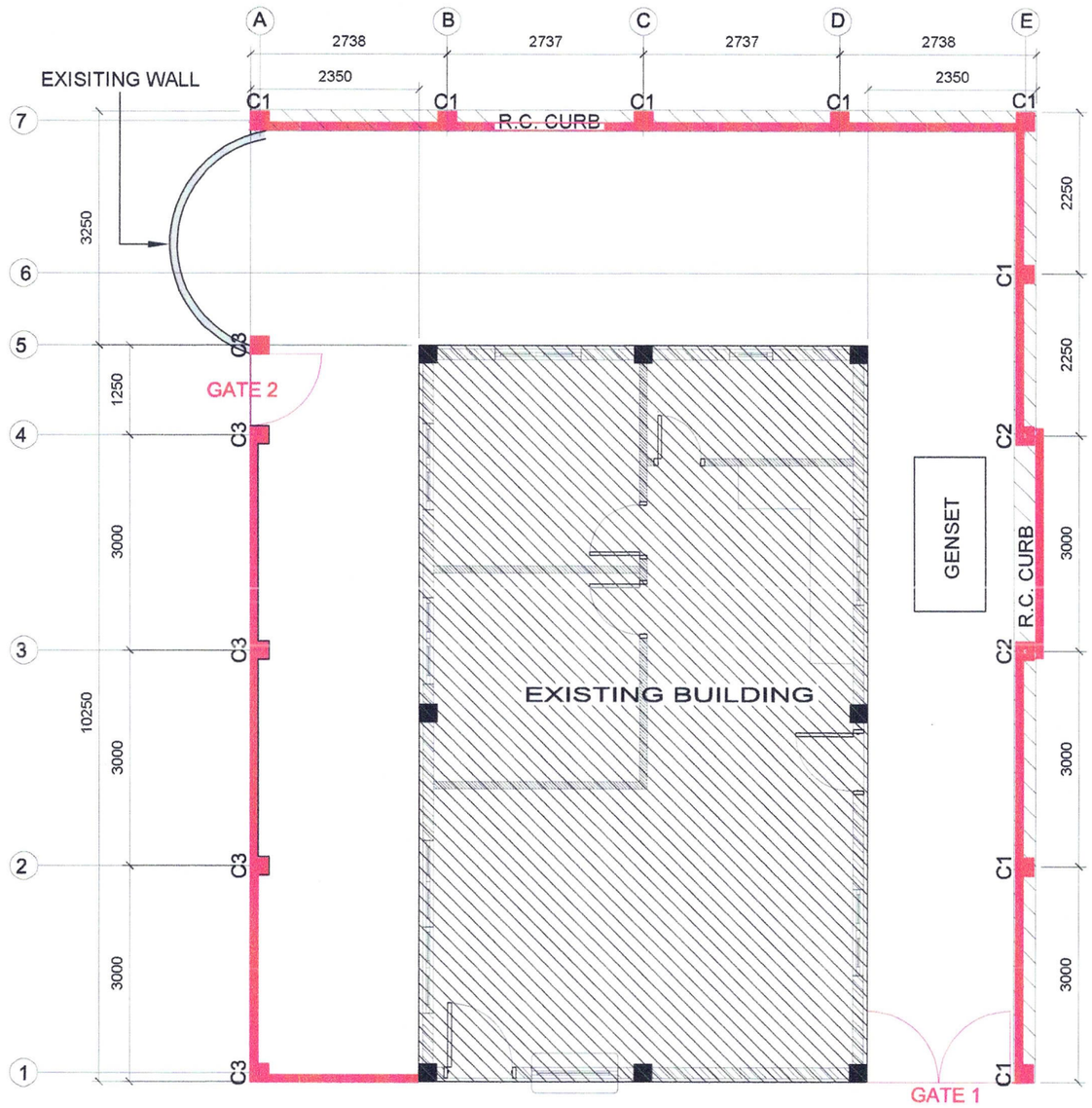
NOTE:
USE EPOXY PRIMER FOR PAINTING OF STEEL STRUCTURES





DETAILS
SCALE: NTS

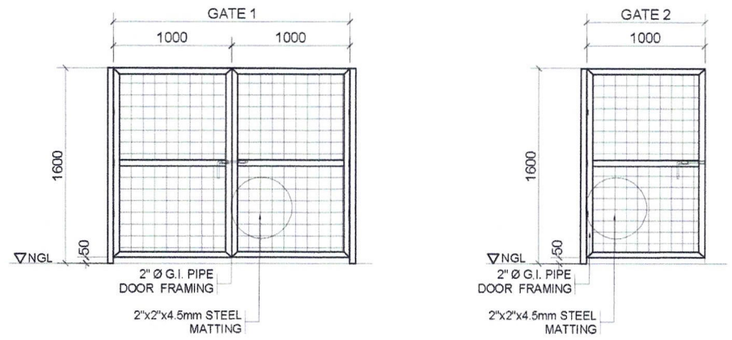
PHILIPPINE PORTS AUTHORITY	PORT MANAGEMENT OFFICE OF MASBATE Masbate City	PROJECT TITLE:	PREPARED BY:	CHECKED/REVIEWED BY:	APPROVED:	SHEET NO.:
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		LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	



PPA OFFICE
GATE AND FENCE PLAN

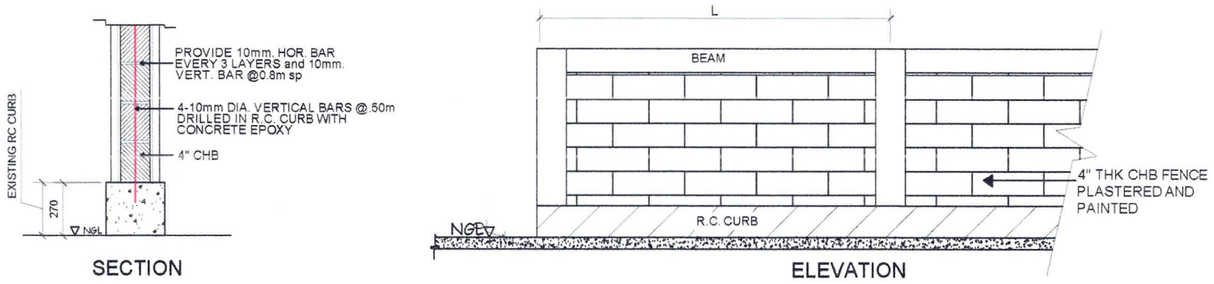
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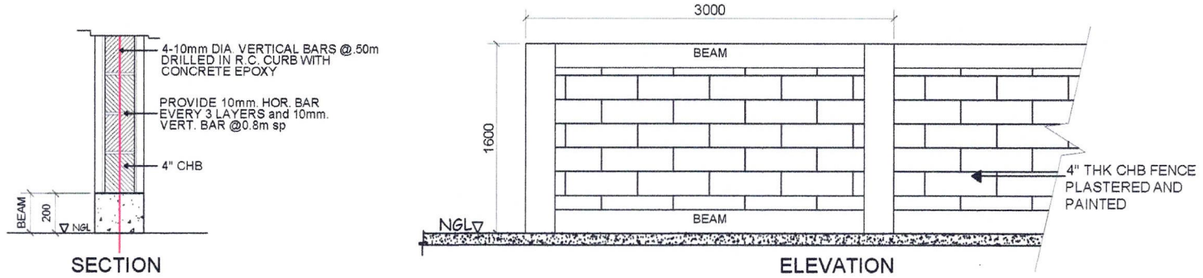
PHILIPPINE PORTS AUTHORITY	PORT MANAGEMENT OFFICE OF MASBATE Masbate City	PROJECT TITLE:	PREPARED BY:	CHECKED/REVIEWED BY:	APPROVED:	SHEET NO.:
		MPF-MSB-13-2026 MAINTENANCE OF GUARD HOUSE, GENERATOR SHED, FENCE & GATE	**JOSIENOUR C. PATOTOY**	**NELSON T. CAABAY, JR.**	**OLIVER S. RODULFO, JR.**	6/7
		LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	



GATE DETAILS

SCALE: 1:50 M

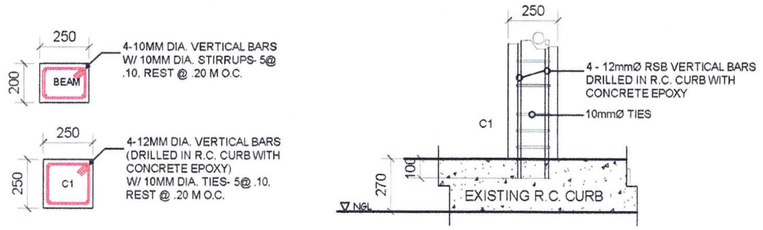




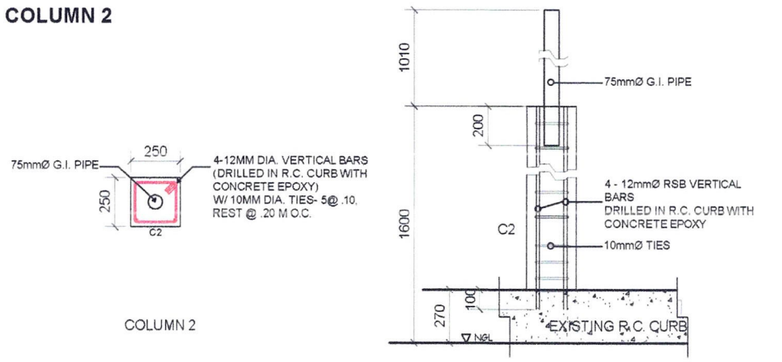
CHB FENCE DETAILS

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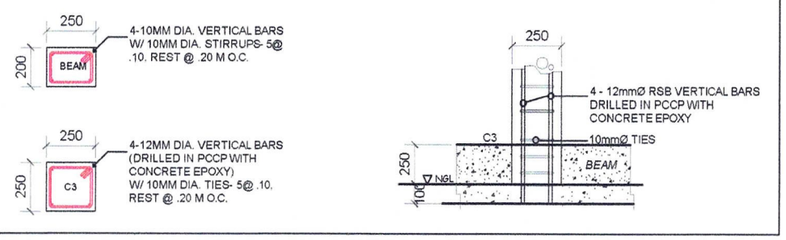
COLUMN 1



COLUMN 2



COLUMN 3



COLUMN AND BEAM DETAILS

SCALE: 1:30 M

PHILIPPINE PORTS AUTHORITY	PORT MANAGEMENT OFFICE OF MASBATE Masbate City	PROJECT TITLE:	PREPARED BY:	CHECKED/REVIEWED BY:	APPROVED:	SHEET NO.:
		MPF-MSB-13-2026 MAINTENANCE OF GUARD HOUSE, GENERATOR SHED, FENCE & GATE	**JOSIENOUR C. PATOTOY**	**NELSON Y. CAABAY, JR.**	**OLIVER S. RODULFO, JR.**	7 / 7
		LOCATION: Port of Claveria, Burias Island, Masbate	Engineering Assistant	ESD Manager	Port Manager	