



**PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF NEGROS
OCCIDENTAL/BACOLOD/BANAGO/BREDCO**

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: CW-SV-09-26

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 Negros Occidental/Bacolod/Banago/BREDCO, through its Bids and Awards Committee (BAC), intends to procure the project: **Maintenance of PICO Bldg. and Generator Set House, Port of San Carlos, San Carlos City, Negros Occidental (MPF-NBB-08-2026)** with Approved Budget for the Contract (ABC) of **Nine Hundred Ninety Seven Thousand Three Hundred Fifty Nine and 00/100 Pesos only (P 997,359.00)** 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 **09:00 AM of 27 October 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

EMMANUEL A. ORLINA

BAC Chairperson

Philippine Ports Authority - Port Management Office of Negros Occidental/Bacolod/Banago/BREDCO

Port Operations Building, Port of Banago, Brgy. Banago, Bacolod City

Tel. No.: (034) 441-1402 / (034) 458-0095

Email: esd_pmonbb@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 PCAB License;
- b. DTI Business Name Registration or SEC Registration;
- c. Valid and Current Mayor's Permit;
- d. Valid and Updated PhilGEPS Registration Certificate;
- e. VAT Certificate of Registration;
- f. Current Tax Clearance Certificate;
- g. Duly Accomplished Bid Form (RA 12009 Format);
- h. Omnibus Sworn Statement/Eligibility Declaration (RA 12009), notarized;
- i. Bill of Quantities
- k. Summary of Materials, Labor, and Equipment
- l. List of Equipment, either owned or leased and/or has under Purchase Agreement to be used for the execution of the project

The Head of the Procuring Entity (HoPE) of the PPA PMO NBB 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 Mona Liza J. Villaran, BAC Head Secretariat at (034) 441-1402.


EMMANUEL A. ORLINA

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.

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 **SIXTY (60) 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 NBB. 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.
11. Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip/and or Billing Statement, by the supplier, contractor, or consultant.
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.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Maintenance of PICO Bldg. and Generator Set House				
Port of San Carlos, San Carlos City, Negros Occidental (MPF-NBB-08-2026)				
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>				
1.0 Maintenance of Genset House				
1.01	Mobilization/Demobilization and Clearing	lot	1.00	
A) MATERIALS				
Mobilization/Demobilization of Materials, Labor Force and Equipment				
			SUB-TOTAL FOR MATERIALS	₱
B) LABOR				
			SUB-TOTAL FOR LABOR	₱
C) EQUIPMENT				
			SUB-TOTAL FOR EQUIPMENT	₱
			ESTIMATED DIRECT COST (A + B + C)	₱
			ESTIMATED INDIRECT COST (____% OF EDC)	₱
			TOTAL COST OF WORK ITEM 1.01	₱
			UNIT COST	₱
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>				
1.0 Maintenance of Genset House				
1.02	Excavation Works	cu.m.	3.50	
A) MATERIALS				
			SUB-TOTAL FOR MATERIALS	₱
B) LABOR				
1	Foreman	day	2	
1	Skilled Worker	day	2	
1	Laborer	day	2	
			SUB-TOTAL FOR LABOR	₱
C) EQUIPMENT				
1	Excavation Tools	day	2	
			SUB-TOTAL FOR EQUIPMENT	₱
			ESTIMATED DIRECT COST (A + B + C)	₱
			ESTIMATED INDIRECT COST (____% OF EDC)	₱
			TOTAL COST OF WORK ITEM 1.02	₱
			UNIT COST	₱

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
1.0 Maintenance of Genset House					
1.03	Concrete Works	cu.m.	13.50		
A) MATERIALS					
Portland Cement	bag	140.00			
Sand	cu.m.	10.00			
Gravel	cu.m.	15.00			
12mm dia. RSB	kg.	575.00			
10mm dia. RSB	kg.	235.00			
G.I. Tie Wire	kg.	8.00			
3"Ø PVC Pipe (Roof Drain)	length	4.00			
Water	cu.m.	10.00			
Miscellaneous (Formworks, etc.)	lot	1.00			
SUB-TOTAL FOR MATERIALS					₱
B) LABOR					
1 Foreman	day	5			
2 Skilled Worker	day	5			
2 Laborer	day	5			
SUB-TOTAL FOR LABOR					₱
C) EQUIPMENT					
1 Bar Cutter	day	3			
1 Bar Bender	day	3			
1 1-Bagger Mixer	day	5			
SUB-TOTAL FOR EQUIPMENT					₱
ESTIMATED DIRECT COST (A + B + C)					₱
ESTIMATED INDIRECT COST (____% OF EDC)					₱
TOTAL COST OF WORK ITEM 1.03					₱
UNIT COST					₱

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
1.0 Maintenance of Genset House					
1.04	Masonry Works - CHB Wall with Cement Plaster Finish	sq.m.	48.58		
A) MATERIALS					
	CHB, 4"	pc.	620.00		
	Concrete Louver Blocks (10" x 11")	pc.	70.00		
	Portland Cement	bag	70.00		
	Sand	cu.m.	4.00		
	10mm dia. RSB	kg.	130.00		
	G.I. Tie Wire	kg.	2.00		
	Water	cu.m.	10.00		
	Miscellaneous	lot	1.00		
SUB-TOTAL FOR MATERIALS					P
B) LABOR					
	1 Foreman	day	10		
	2 Skilled Worker	day	10		
	2 Laborer	day	10		
SUB-TOTAL FOR LABOR					P
C) EQUIPMENT					
	1 Bar Cutter	day	3		
	1 Bar Bender	day	3		
SUB-TOTAL FOR EQUIPMENT					P
ESTIMATED DIRECT COST (A + B + C)					P
ESTIMATED INDIRECT COST (____% OF EDC)					P
TOTAL COST OF WORK ITEM 1.04					P
UNIT COST					P
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
1.0 Maintenance of Genset House					
1.05	Painting Works	sq.m.	152.00		
A) MATERIALS					
	Latex Paint Elastomeric (White Wash)	gallon	16.00		
	Latex Primer Paint	gallon	8.00		
	4" Paint Brush	pc.	4.00		
	4" Paint Roller Brush with handle	pc.	4.00		
	Miscellaneous	lot	1.00		
SUB-TOTAL FOR MATERIALS					P
B) LABOR					
	1 Foreman	day	5		
	2 Skilled Worker	day	5		
	2 Laborer	day	5		
SUB-TOTAL FOR LABOR					P
C) EQUIPMENT					
SUB-TOTAL FOR EQUIPMENT					P
ESTIMATED DIRECT COST (A + B + C)					P
ESTIMATED INDIRECT COST (____% OF EDC)					P
TOTAL COST OF WORK ITEM 1.05					P
UNIT COST					P

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
1.0 Maintenance of Genset House				
1.06	Roll-Up Door	lot	1.00	
A) MATERIALS				
Single Panel Roll-Up Door (Galvanized Iron Gauge #22 with Lockset and Padlock Holder)		set	1.00	
SUB-TOTAL FOR MATERIALS				₱
B) LABOR				
1	Foreman	day	1	
1	Skilled Worker	day	1	
1	Laborer	day	1	
SUB-TOTAL FOR LABOR				₱
C) EQUIPMENT				
SUB-TOTAL FOR EQUIPMENT				₱
ESTIMATED DIRECT COST (A + B + C)				₱
ESTIMATED INDIRECT COST (____% OF EDC)				₱
TOTAL COST OF WORK ITEM 1.06				₱
UNIT COST				₱

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
2.0 Maintenance of PICO Bldg.				
2.01	Tile Works	sq.m.	60.00	
A) MATERIALS				
0.60 x 0.60m Non - Slip Floor Tiles		pc	168.00	
Portland Cement		bag	50.00	
Fine Aggregates		cu.m	5.00	
Tile Grout (2kg/bag)		bag	7.00	
Adhesive (25kg/bag)		bag	5.00	
SUB-TOTAL FOR MATERIALS				₱
B) LABOR				
1	Foreman	day	15	
2	Skilled Worker	day	15	
2	Laborer	day	15	
SUB-TOTAL FOR LABOR				₱
C) EQUIPMENT				
1	Electric Grinder	day	5	
SUB-TOTAL FOR EQUIPMENT				₱
ESTIMATED DIRECT COST (A + B + C)				₱
ESTIMATED INDIRECT COST (____% OF EDC)				₱
TOTAL COST OF WORK ITEM 2.01				₱
UNIT COST				₱

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
2.0 Maintenance of PICO Bldg.					
2.02	Painting Works	sq.m.	264.00		
A) MATERIALS					
Acrylic Elastomeric Paint, White	gal	5.00			
Acrylic Elastomeric Paint, Azure Blue	gal	1.00			
Epoxy Primer Paint	gal	2.00			
Enamel Paint	gal	2.00			
Semi-Gloss Latex Paint	gal	12.00			
Flat Latex Paint (White)	gal	8.00			
Gypsum Putty	kg	12.00			
Paint Brush	pc	5.00			
Paint Roller	pc	5.00			
SUB-TOTAL FOR MATERIALS					₱
B) LABOR					
1 Foreman	day	10			
2 Skilled Worker	day	10			
2 Laborer	day	10			
SUB-TOTAL FOR LABOR					₱
C) EQUIPMENT					
SUB-TOTAL FOR EQUIPMENT					₱
ESTIMATED DIRECT COST (A + B + C)					₱
ESTIMATED INDIRECT COST (____% OF EDC)					₱
TOTAL COST OF WORK ITEM 2.02					₱
UNIT COST					₱

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
2.0 Maintenance of PICO Bldg.				
2.03	Maintenance of Existing Comfort Rooms	sq.m.	16.00	
A) MATERIALS				
PLUMBING FIXTURES				
Water Closet, Elongated, Self-closing Type w/ Seat Cover Complete with Accessories	set	2.00		
Stainless Steel Handheld Bidet Water Hose & Spray Complete with Accessories	set	2.00		
Urinal Complete with Accessories	set	2.00		
Floor Drain, 4" x 4" stainless	set	4.00		
Faucet, Stainless (American Standard or Equivalent)	pc.	4.00		
Miscellaneous (P-Trap, solvent cement, elbow, coupling, cleanout, etc.)	lot	1.00		
SANITARY AND WATER LINE				
3/4" PVC Blue Pipe	pc	10.00		
1/2" PVC Blue Pipe	pc	4.00		
4" UPVC Pipe	pc	6.00		
2" UPVC Pipe	pc	2.00		
Miscellaneous (Fittings, Valves, etc.)	lot	1.00		
60cm x 60cm Non Skid Floor Tiles	piece	50.00		
30cm x 60cm Ceramic Tiles	piece	180.00		
Tile Grout (2kg bag)	bag	10.00		
Tile Adhesive (25kg bag)	bag	6.00		
Portland Cement	bag	20.00		
Sand	cu.m	2.00		
Miscellaneous	lot	1.00		
SUB-TOTAL FOR MATERIALS				P
B) LABOR				
1 Foreman	day	20		
2 Skilled Worker	day	20		
2 Laborer	day	20		
SUB-TOTAL FOR LABOR				P
C) EQUIPMENT				
1 Electric Grinder	day	10		
SUB-TOTAL FOR EQUIPMENT				P
ESTIMATED DIRECT COST (A + B + C)				P
ESTIMATED INDIRECT COST (____% OF EDC)				P
TOTAL COST OF WORK ITEM 2.03				P
UNIT COST				P

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
2.0 Maintenance of PICO Bldg.					
2.04	Electrical Works	lot	1.00		
A) MATERIALS					
#12 THHN 3.5mm2 Electrical Wire	roll	3.00			
2 Gang Wide Series Universal Switch Set (in plate)	pc	12.00			
2 Gang Wide Series Universal Outlet	pc	8.00			
Down Lights (LED) 12 Watts , Daylight	pc	22.00			
Miscellaneous (Electrical)	lot	1.00			
SUB-TOTAL FOR MATERIALS					P
B) LABOR					
1 Foreman	day	5			
1 Skilled Worker	day	5			
2 Laborer	day	5			
SUB-TOTAL FOR LABOR					P
C) EQUIPMENT					
SUB-TOTAL FOR EQUIPMENT					P
ESTIMATED DIRECT COST (A + B + C)					P
ESTIMATED INDIRECT COST (____% OF EDC)					P
TOTAL COST OF WORK ITEM 2.04					P
UNIT COST					P

Project Duration The winning bidder shall complete all works under this project within Sixty (60) calendar days from the date of receipt of the Notice to Proceed (NTP).			
Payment Terms The Approved Budget for the Contract (ABC) Nine Hundred Ninety Seven Thousand Three Hundred Fifty Nine and 00/100 Pesos only (₱ 997,359.00), inclusive of VAT.			
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 PICO Building and Generator Set House, Port of San Carlos, San Carlos City, Negros Occidental (MPF-NBB-8-2026)			
Approved Budget for the Contract	Total Offered Quotation		
Nine Hundred Ninety Seven Thousand Three Hundred Fifty Nine and 00/100 Pesos only (₱ 997,359.00)	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: _____