



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

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: CW-SV-12-26

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 R.C. Deck Flooring of 3rd Floor POB Building, Port of Banago, Bacolod City, Negros Occidental (MPF-NBB-04-2026)** with Approved Budget for the Contract (ABC) of **Nine Hundred Thirty Five Thousand Six Hundred Thirty Three and 00/100 Pesos only (P 935,633.00)** 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 RC Deck Flooring of 3rd Floor POB Building
Port of Banago, Bacolod City, Negros Occidental (MPF-NBB-4-2026)

Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

1.0 Maintenance of RC Deck Flooring of 3rd Floor POB Building

1.01	Mobilization/Demobilization and Clearing	lot	1.00	
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A) MATERIALS

Mobilization/Demobilization of Materials, Labor Force and Equipment	lot	1.00		
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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
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

1.0 Maintenance of RC Deck Flooring of 3rd Floor POB Building

1.02	Tile Works	sq.m.	864.25	
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A) MATERIALS

0.60 x 0.60m Non - Slip Floor Tiles	pc	2,400.00		
Portland Cement	bag	90.00		
Fine Aggregates	cu.m	7.00		
Tile Grout (2kg/bag)	bag	100.00		
Adhesive (25kg/bag)	bag	65.00		

SUB-TOTAL FOR MATERIALS ₱

B) LABOR

1 Foreman	day	25		
2 Skilled Worker	day	25		
4 Laborer	day	25		

SUB-TOTAL FOR LABOR ₱

C) EQUIPMENT

1 Electric Grinder	day	25		
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SUB-TOTAL FOR EQUIPMENT ₱

ESTIMATED DIRECT COST (A + B + C) ₱

ESTIMATED INDIRECT COST (____% OF EDC) ₱

TOTAL COST OF WORK ITEM 1.02 ₱

UNIT COST ₱

Project Duration The winning bidder shall complete all works under this project within Thirty-Five (35) calendar days from the date of receipt of the Notice to Proceed (NTP).		
Payment Terms The Approved Budget for the Contract (ABC) Nine Hundred Thirty Five Thousand Six Hundred Thirty Three and 00/100 Pesos only (₱ 935,633.00), 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 RC Deck Flooring of 3rd Floor POB Building, Port of Banago, Bacolod City, Negros Occidental (MPF-NBB-04-2026)		
Approved Budget for the Contract	Total Offered Quotation	
Nine Hundred Thirty Five Thousand Six Hundred Thirty Three and 00/100 Pesos only (₱ 935,633.00)	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: _____