



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority-Port Management Office of Western Leyte / Biliran (PPA-PMO/WLB) through its Bids and Awards Committee (BAC) will undertake bidding for the **Maintenance of Physical Facilities in accordance with Section 54, (Small Value Procurement) of the RA 12009 and its Implementing Rules and Regulations.** The details of the project are as follows:
 - a. **Name of Project** **MAINTENANCE OF SPRIGS AND SODS**
 - b. **Location** **PORT OF MAASIN, PALOMPON & NAVAL**
 - c. **Reference No.** **MPF-WLB-13-26**
 - d. **Approved Budget for the Contract (ABC)** **Php 718,821.62 (VAT Inclusive)**
 - e. **Source of Fund** **PPA Corporate Fund**
 - f. **Scope of Works**
 - I. General Expenses**
 - I.1 Mobilization, Demobilization & Clean-up of Site
 - II. Sprigs and Sods, Port of Maasin**
 - II.1 Maintenance of Sprigs and Sods
 - III. Sprigs and Sods, Port of Palompon**
 - III.1 Maintenance of Sprigs and Sods
 - IV. Sprigs and Sods, Port of Naval**
 - IV.1 Maintenance of Sprigs and Sods
 - g. **Duration** **Fifty-Four (54) Calendar Days**
 - h. **Required PCAB License** **Small A- Landscaping Works**

2. Interested contractors shall submit their quotations and other documents in a sealed envelope and should be properly labeled on the envelope indicating the Name of the project, Contact number, name and Address of the contractor, Name and Address of the Implementing Office.

Documentary Requirements:

- a. Valid and Current Mayor's / Business permit
- b. Philgeps Registration Number
- c. PCAB License
- d. Latest Income and Business Tax Returns
- e. Notarized Omnibus Sworn Statement
- f. Bid Forms/Bill of Quantities

IRVIN PAUL H. CONEJO
Chairperson, PMO WL/B-BAC Philippine Ports Authority
Port Management Office of Western Leyte/Biliran
PPA Operation Building
Ebony St. District 2, Port Area, Ormoc City 6541

3. Forms and plans may be acquired by interested bidders starting **September 24, 2026**, from the given address above from 8 AM – 5 PM, Monday – Friday.
4. All sealed quotations together with the documentary requirements shall be submitted on or before **September 28, 2026, at 5:00 P.M** and must be duly received by the BAC secretariat manually at the address indicated above. Late bids shall not be accepted.
5. The project shall be awarded to the winning contractor determined to have submitted the complete documentary requirements and with the Single or Lowest Calculated and Responsive Quotation.
6. To guarantee the faithful performance by winning bidder of its obligations under the contract in accordance with Bidding Documents, it shall post a performance security prior to the signing of the contract

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the <i>Total Contract Price</i>)
a) Cash or cashiers/manager check issued by a Bank.	Goods and Consulting Services - Five percent (5%); Infrastructure projects—Ten percent (10%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Bank: if issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

7. When the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, an amount as provided in Section 71.2.4 of RA 12009 and its IRR, an amount equal to at least one-tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.
8. The Philippine Ports Authority, PMO WLB reserves the right to accept or reject any or all quotations at any time prior to the award of contract without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accepts quotation as maybe considered advantageous to the government.
9. For the information, you may contact **Febie P. Capuyan**, Member, BAC Secretariat at Telephone No. (053) 561-5967 local 121


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Chairperson, PMO/WLB - BAC