



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 53.9, (Small Value Procurement) of the Updated 2016 Revised Implementing Rule and Regulations of Republic Act No. 9184**. The detail of the project as follows:

- | | | |
|----|---|---|
| a. | Name of Project | Maintenance of Staffhouse and GAD Building, |
| b. | Location | Port of Hilongos, Leyte |
| c. | Reference No. | MPF-WLB-13-25 |
| d. | Approved Budget for the Contract (ABC) | Php 886,666.55 (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. STAFFHOUSE

II.1 Removal and Replacement of Damaged Roofing
II.2 Installation of Gutter Including Downspout
II.3 Removal and Replacement of Damaged Ceiling Board
II.4 Painting of Ceiling, Columns, Interior and Exterior Walls
II.5 Removal and Replacement of Damaged Doors and Windows Including Accessories
II.6 Demolition of Portion of CHB Wall for New Access

III. GAD BUILDING

III.1 Removal and Replacement of Damaged Roofing
III.2 Installation of Gutter Including Downspout
III.3 Removal and Replacement of Damaged Ceiling Board
III.4 Painting of Ceiling, Interior and Exterior Walls
III.5 Removal and Replacement of Damaged Doors and Windows Including Accessories |
| g. | Duration | Fifty Eight (58) Calendar Days |
| h. | Required PCAB License | Small A – Building 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

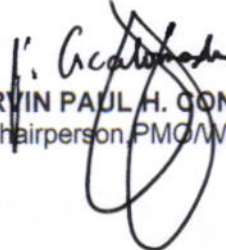
IRVIN PAUL H. CONEJO
Chairperson, PMO WL/B-BAC Philippine Ports Authority
Port Management Office of Western Leyte/Biliran
PPA Operation Building
Ebony St. District 2, Port Area, Ormoc City 6541

3. Forms and plans maybe acquired by interested bidders starting **October 28, 2025**, 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 **November 03, 2025 12:00 P.M** and must be duly received by the BAC secretariat manually on 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 Total Contract Price)
a) Cash or cashier's/manager check issued by a Universal or Commercial Banks.	Infrastructure projects—Ten percent(10%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provider However, that It shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign 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, and not by way of penalty, an amount as provided in the conditions of contract, 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 accept 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

 10/27/25
IRVIN PAUL H. CONEJO
Chairperson, PMO/WLB - BAC