



**PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF MISAMIS
ORIENTAL/CAGAYAN DE ORO**

REQUEST FOR QUOTATION/CANVASS FORM

Date: _____
Quotation No.: **MPF-MOC-RFQ-003-2026**

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 Misamis Oriental/Cagayan de Oro, through its Bids and Awards Committee (BAC), intends to procure the project **Maintenance of Manhole Covers, Port of Cagayan de Oro (MPF-MOC-02-2026)** with Approved Budget for the Contract (ABC) of **Eight Hundred Ninety-Five Thousand, Two Hundred Seventy-Five Pesos and 00/100 only (₱ 895,275.00)** 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 **08:30 AM of 03 June 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MEDARDO I. SOSOBRADO, JR.

BAC Chairperson/Division Manager A - Port Police

Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro

Port Area, Brgy. Macabalan, Cagayan de Oro City

Contact No. +639662304911

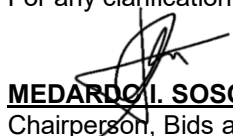
Email: moc_supply@ppa.com.ph

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 and Updated PhilGEPS Registration Certificate, including Annex "A" and its pertinent attachments;**
- b. Duly Accomplished Bid Form (RA 12009 Format)**
- c. Certificate of Site Inspection (CSI), notarized;**
- d. Manpower and Equipment Deployment Commitment Schedule, notarized;**
- e. Omnibus Sworn Statement/Eligibility Declaration (RA 12009), notarized;**

The Head of the Procuring Entity (HoPE) of the PPA PMO MO/C 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 the Supply and Procurement Unit at +639662304911.


MEDARDO I. SOSOBRADO

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 may be submitted through electronic mail at **`moc_supply@ppa.com.ph` & `moc_esd@ppa.com.ph`**
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

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 **FORTY-FIVE (45) 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 MOC. 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.
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 Manhole Covers, Port of Cagayan de Oro (MPF-MOC-02-2026)					
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
1.0 Project Billboard/Signboard	1	LOT			
1.a To supply materials and labor for the Construction of Project Billboard/Signboard					
A. Materials					
Tarpaulin	sq. ft.	52.00			
Coco Lumbers	bd. ft.	9.00			
Common Wire Nails	kg	1.00			
SUBTOTAL FOR MATERIALS					
B. Labor					
1 Foreman	day(s)	0.50			
1 Unskilled Labor	day(s)	0.50			
SUBTOTAL FOR LABOR					
C. Equipment					
Minor Tools (10% of Material Cost)					
SUBTOTAL FOR EQUIPMENT					
ESTIMATED DIRECT COST				P	
ESTIMATED INDIRECT COST				P	
TOTAL COST OF WORK ITEM 1.0				P	
Minimum Technical Specifications/Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
2.0 Safety Materials	1	LOT			
2.a To supply safety materials					
A. Materials					
<i>SIGNAGES and BARRICADES</i>					
PPE Signages (4'x 8')					
Safety First (4'x 4')					
Warning Signs (2'x 3')					
Caution Tape, Yellow, 1000 ft	lot	1.00			
<i>PERSONAL PROTECTIVE EQUIPMENT</i>					
Body Harness & Lanyard					
Eye Goggles					
Complete Medicine Kit Bag with Basic Medicine/ First Aid					
SUBTOTAL FOR MATERIALS					
B. Labor					
C. Equipment					
ESTIMATED DIRECT COST				P	
ESTIMATED INDIRECT COST				P	
TOTAL COST OF WORK ITEM 2.0				P	

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
3.0	Demolition and Disposal	1	LOT			
3.a	To supply labor, and equipment for the Demolition and Disposal of Damage Drainage Manhole Cover					
A. Materials						
B. Labor						
	1 Foreman	days	5.00			
	4 Skilled Laborer	days	5.00			
	8 Unskilled Laborer	days	5.00			
	SUBTOTAL FOR LABOR					
C. Equipment						
	1 Mini Dump truck	days	5.00			
	1 Jack Hammer	days	5.00			
	1 Air compressor (103HP)	days	5.00			
	SUBTOTAL FOR EQUIPMENT					
	ESTIMATED DIRECT COST				P	
	ESTIMATED INDIRECT COST				P	
	TOTAL COST OF WORK ITEM 3.0				P	

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
4.0	Concrete Works	1	LOT			
4.a	To supply labor, materials, and equipment for the replacement of damaged Drainage Manhole Cover (1.00m x 1.00m)					
A. Materials						
	Portland Cement	bags	70.00			
	Sand	cu.m.	4.00			
	3/4 Gravel	cu.m.	8.00			
	38mm PVC Pipe, Sch. 40	pcs	6.00			
	20mm PVC Pipe, Sch. 40	pcs	6.00			
	Curing Compound	liters	11.00			
	Concrete Epoxy LV A&B (in galloon)	set	4.00			
	SUBTOTAL FOR MATERIALS					
B. Labor						
	1 Foreman	days	4.00			
	1 Skilled Laborer	days	4.00			
	4 Unskilled Laborer	days	4.00			
	SUBTOTAL FOR LABOR					
C. Equipment						
	1 Bagger Mixer	days	4.00			
	1 Concrete vibrator	days	4.00			
	1 Boom Truck	days	9.00			
	1 Concrete Cutter/Saw, Blade 14" dia (7.5 Hp)	days	4.00			
	Minor Tools (5% of Labor)					
	SUBTOTAL FOR EQUIPMENT					
	ESTIMATED DIRECT COST				P	
	ESTIMATED INDIRECT COST				P	
	TOTAL COST OF WORK ITEM 4.0				P	

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
5.0	Formworks	1	LOT			
3.a	To supply labor, materials, and equipment for the replacement of damaged Drainage Manhole Cover (1.00m x 1.00m)					
A. Materials						
Coco lumber 2x3x10'		pcs	23.0			
Ordinary Plywood 1/2		pcs	15.0			
Assorted Nails		kgs	12.0			
SUBTOTAL FOR MATERIALS						
B. Labor						
1 Foreman		days	12.00			
4 Skilled Laborer		days	12.00			
8 Unskilled Laborer		days	12.00			
SUBTOTAL FOR LABOR						
C. Equipment						
Minor Tools (5% of Labor)						
SUBTOTAL FOR EQUIPMENT						
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 5.0					P	
Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
6.0	Reinforcing Steelworks	1	LOT			
6.a	To supply labor, materials, and equipment for the replacement of damaged Drainage Manhole Cover (1.00m x 1.00m)					
A. Materials						
16mm dia. Def. Steel Bar		pcs	56.0			
#16 GI Tie Wire		kls	15.3			
SUBTOTAL FOR MATERIALS						
B. Labor						
1 Foreman		days	1.00			
4 Skilled Laborer		days	1.00			
8 Unskilled Laborer		days	1.00			
SUBTOTAL FOR LABOR						
C. Equipment						
1 Bar Bender		day	1.00			
1 Bar Cutter		day	1.00			
Minor Tools (5% of Labor)						
SUBTOTAL FOR EQUIPMENT						
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 6.0					P	

Minimum Technical Specifications/Description		Unit	Qty.	Unit Cost	Amount	Statement of Compliance ("Comply" or "Not Comply")
7.0	Steelworks	1	LOT			
7.a	To supply labor, materials, and equipment for the replacement of damaged Drainage Manhole Cover (1.00m x 1.00m)					
A. Materials						
	75mmx75mmX6mm thk Angle bar	pcs	48.0			
	#16 Drill bit	pcs	5.0			
	Welding rod 6011 (5kgs/box)	boxes	5.0			
	Oxygen-Acetylene	set	3.0			
	Cutting disc 4"	pcs	25.0			
	Grinding Disc 4"	pcs	12.0			
	Drill Bit 12mm	pcs	5.0			
	10mm dia. Def. Steel Bar	pcs	43.0			
	16mm dia. Stainless Steel round bars x 6m (SS316)	pcs	12.0			
	SUBTOTAL FOR MATERIALS					
B. Labor						
	1 Foreman	days	1.00			
	2 Skilled Laborer	days	1.00			
	2 Unskilled Laborer	days	1.00			
	SUBTOTAL FOR LABOR					
C. Equipment						
	1 Welding machine electric driven	day	1.00			
	1 Cutting Outfit (Oxygen-acetylene)	day	1.00			
	1 Portable Grinder	day	1.00			
	SUBTOTAL FOR EQUIPMENT					
	ESTIMATED DIRECT COST				P	
	ESTIMATED INDIRECT COST				P	
	TOTAL COST OF WORK ITEM 7.0				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) is Eight Hundred Ninety-Five Thousand, Two Hundred Seventy-Five Pesos and 00/100 only (₱ 895,275.00), inclusive of VAT.						
Progress Billing may be allowed once during project implementation, subject to actual accomplishment and verification by the Inspectorate Team and the ESD.						
The remaining balance shall be released only upon 100% completion, final inspection, acceptance of the project, and submission of complete billing and close-out documents in accordance with existing government accounting and auditing rules and regulations.						
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 Manhole Covers, Port of Cagayan de Oro (MPF-MOC-02-2026)	
Approved Budget for the Contract	Total Offered Quotation
Eight Hundred Ninety-Five Thousand, Two Hundred Seventy-Five Pesos and 00/100 only (₱ 895,275.00)	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: