



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

REQUEST FOR QUOTATION

Date: _____
Quotation No.: **MPF-MOC-RFQ-006-2026**

Company Name: _____
Address: _____
Business/Mayor's Permit No.: _____
Tax Identification Number (TIN): _____
PhilGEPS Registration Number (required prior to award) : _____

Please fill up completely the blanks above.

The Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro (PPA PMO MO/C), through its Bids and Awards Committee (BAC), intends to procure the project with the following details:

Project Title and Code	Maintenance of PWD Facilities, Port of Balingoan (MPF-MOC-97-2026)
Approved Budget for the Contract (ABC), in words and figures	Nine Hundred Thousand Pesos and 00/100 only (Php 900,000.00)
Procurement Mode	Small Value Procurement (Sec. 34, RA 12009)
Contract Duration	60 Calendar Days
Source of Funds	PPA Corporate Operating Budget (COB) CY 2026

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 July 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) and the Terms of Reference (TOR):

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

Quotations shall remain valid for Forty-Five (45) calendar days from the deadline of submission.

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. Eligibility Documents

- 1.) Valid and Updated PhilGEPS COR, including its Annex "A" and underlying documents
- 2.) Omnibus Sworn Statement
- 3.) Other eligibility documents as may be required by the PE

C. Financial Documents

- 1.) Request for Quotation and Canvass Form, fully accomplished;
- 2.) Bid Form, fully accomplished;
- 3.) Other supporting financial documents deemed necessary by the PE.

B. Technical Documents

- 1.) Annex "A": Manpower and Equipment Deployment Comittent Form, with its attached Affidavit, notarized;
- 2.) Annex "B": Certificate of Site Inspection, with its attached Affidavit, notarized;
- 3.) Other supporting technical documents deemed necessary by the PE.

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.

Late quotations will not be accepted.

For any clarification, you may contact the Supply and Procurement Unit at +639662304911 or the Engineering Services Division (ESD) at 09662304909

MEDARDO I. SOSOBRADO JR.

Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter, modify, or tamper with the contents, format, or provisions of this Request for Quotation (RFQ).
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.
3. **All 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**.
5. The Canvass Form must be completed in its entirety. All required fields shall be properly filled out. Blank entries, incomplete information, or failure to indicate a quotation for any required item shall be grounds for disqualification.
6. For items under the "Statement of Compliance" column, bidders shall place a check mark (✓) in the appropriate space to signify full

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.
6. 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. For unjustified delay in the submission of required deliverables, Liquidated Damages shall be imposed at the rate of one-tenth (1/10) of one percent (0.10%) of the cost of the unperformed portion of the contract for every calendar day of delay.
10. 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 applicable procurement laws, rules, and regulations.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12 009 and its IRR.

Please fill up completely the blanks below.

Project Title & Code	ABC		Total Bid Quotation
Maintenance of PWD Facilities, Port of Balingoan (MPF-MOC-97-2026)	In Figures	Php 900,000.00	
	In Words	Nine Hundred Thousand Pesos and 00/100 only (Php 900,000.00)	

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: _____

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

CANVASS FORM

Project Title and Code	Maintenance of PWD Facilities, Port of Balingoan (MPF-MOC-97-2026)
Approved Budget for the Contract (ABC), in words and figures	Nine Hundred Thousand Pesos and 00/100 only (Php 900,000.00)
Procurement Mode	Small Value Procurement (Sec. 34, RA 12009)
Contract Duration	60 Calendar Days
Source of Funds	PPA Corporate Operating Budget (COB) CY 2026

Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance (Check if you comply)
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
1.0 Maintenance of Stairs and Ramps	1	LOT			
1.01 Supply labor and materials for the maintenance of Stairs and Ramps including door accessories & project billboard					
A. Materials					
38mm dia. tubular stainless steel 304 x 6m	lhs.	4.00			
50mm dia. tubular stainless steel 304 x 6m	lhs.	23.00			
63.50mm dia. tubular stainless steel 304 x 6m	lhs.	1.00			
Miscellaneous (3% of Materials)					
rubber tactile tile 300mm x 300mm	pcs.	102.00			
Two-Part Polyurethane (PU) Glue (A & B),in 1.5gal kit	sets	13.00			
4" grinder blade	pcs.	20.00			
portland cement	bags	57.00			
washed sand	cu.m.	4.95			
crushed gravel	cu.m.	1.65			
rebarworks	kgs.	37.00			
Project billboard (1-UNIT)	lot	1.00			
38mm dia. Vertical Stainless Door Pull	sets	2.00			
Kick Door Plate (0.30m x 0.75m)	pcs	1.00			
Kick Door Plate (0.30m x 0.95m)	pcs	1.00			
Door Knob - Lever Type	pcs.	2.00			
B. Labor					
a.) fabrication/installation of railings					
1 Foreman	day	12.00			
1 Skilled Worker	day	12.00			
1 Unskilled Worker	day	12.00			
b.) installation of tactile tiles including surface preparation					
1 Foreman	day	2.00			
1 Skilled Worker	day	2.00			
1 Unskilled Worker	day	2.00			
c.) provision of groove at ramps and ramp adjustment					
1 Foreman	day	11.00			
2 Skilled Worker	day	11.00			
1 Unskilled Worker	day	11.00			
C. Equipment					
1 impact drill	day	3.00			
Minor Tools (10% of Labor Cost)					
ESTIMATED DIRECT COST				P	
ESTIMATED INDIRECT COST				P	
TOTAL COST OF WORK ITEM 1.0				P	

Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance (Check if you comply)
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>					
2.0 Maintenance of Signages	1	LOT			
2.01 Supply of labor and material for the Maintenance of Signages					
A. Materials					
1.) PWD Parking Signage					
Vertically Stacked Signage; Total Height: 2600mmX600mm; ACP with Reflectorized Sticker Signage (500mm x 448mm - with angle bar framing and aluminum clip; with galvanized square tube framing (Epoxy White finish)	unit	1.00			
1.) PWD Parking Signage					
SIZE: 250MM X 250MM - 5MM STICKER ON ACRYLIC WITH WHITE (3MM) ACRYLIC CUTTING	unit	2.00			
SIZE: 180MM X 350MM - 5MM STICKER ON ACRYLIC SIGNAGE	unit	2.00			
BACK TO BACK PRINT (SIZE: 300mm x 1200mm - 5mm thickness) WITH 3MM ACRYLIC CUTOUT) WITH ALUMINUM HANGER	unit	1.00			
PWD PARKING SPACE (Van & Car Space) CHLORINATED RUBBERIZE PAINT FLOOR COATING ROYAL BLUE WITH CONCRETE STOP	lot	1.00			
B. Labor					
(Labor Cost already included in Material Cost)					
C. Equipment					
(Equipment Cost already included in Material Cost)					
ESTIMATED DIRECT COST				P	
ESTIMATED INDIRECT COST				P	
TOTAL COST OF WORK ITEM 2.0				P	

Project Title & Code	ABC		Total Bid Quotation
Maintenance of PWD Facilities, Port of Balingoan (MPF-MOC-97-2026)	In Figures	Php 900,000.00	
	In Words	Nine Hundred Thousand Pesos and 00/100 only (Php 900,000.00)	

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: _____	