



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

REQUEST FOR QUOTATION

Date: _____
Quotation No.: **MPF-MOC-RFQ-010-2026**

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 Public Toilets, Port of Opol (MPF-MOC-72-2026)
Approved Budget for the Contract (ABC), in words and figures	Nine Hundred Eighty-Nine Thousand Five Hundred Two Pesos and 00/100 only (Php 989,502.00)
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 30 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.
13. This RFQ/Canvass Form, and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.
14. You may refer to the Terms of Reference (TOR) attached with this RFQ.

Please fill up completely the blanks below.

Project Title & Code	ABC		Total Bid Quotation
Maintenance of Public Toilets, Port of Opol (MPF-MOC-72-2026)	In Figures	Php 989,502.00	
	In Words	Nine Hundred Eighty-Nine Thousand Five Hundred Two Pesos and 00/100 only	

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 Public Toilets, Port of Opol (MPF-MOC-72-2026)
Approved Budget for the Contract (ABC), in words and figures	Nine Hundred Eighty-Nine Thousand Five Hundred Two Pesos and 00/100 only (Php 989,502.00)
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)
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

1.0	General Expenses	pc.	2		
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1.01	Project Billboard/Signboard				
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A. Materials

Marine Plywood, 4ft by 8ft	pcs.	3.00			
Tarpaulin for COA Standard, 8ft by 8ft	pcs.	1.00			
Tarpaulin, with COA 4ft by 8ft	pcs.	1.00			
Coco Lumber, 2ft by 2ft by 8ft	pcs.	15.00			
Common Wire Nails, 3in	kg	1.00			

B. Labor

2 Unskilled Labor	days	0.50			
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C. Equipment

Minor Tools (10% of Labor Cost)					
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ESTIMATED DIRECT COST	P	
ESTIMATED INDIRECT COST	P	
TOTAL COST OF WORK ITEM 1.01	P	

Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance (Check if you comply)
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

1.0	General Expenses	1	LOT		
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1.02	Installation of Temporary Barricades, Safety Signs, and Provision of PPEs				
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A. Materials

Various Safety Signages & Barriers	lot	1.00			
Caution Tape, 3" by 300m	roll	1.00			
First Aid Kit	pcs.	1.00			
Safety Vest, ReflectORIZED	pcs.	5.00			
Safety Helmet	pcs.	5.00			
Facemask 3Ply, 50 pcs per box	box	1.00			

B. Labor

C. Equipment

ESTIMATED DIRECT COST	P	
ESTIMATED INDIRECT COST	P	
TOTAL COST OF WORK ITEM 1.02	P	

Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance (Check if you comply)
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

2.0	Earthworks	lot	1			
2.01	Excavation, Gravel Bedding, Backfilling, & Compaction Works					
A. Materials						
Gravel Bedding	cu.m	2.00				
B. Labor						
1 Foreman	days	2.00				
1 Skilled Laborer	days	2.00				
2 Unskilled Laborer	days	2.00				
C. Equipment						
1 Backhoe	day	2.00				
1 Plate Compactor	day	2.00				
1 Dumptruck	day	2.00				
1 Jackhammer	day	2.00				
Minor Tools (10% of Labor Cost)						
ESTIMATED DIRECT COST				P		
ESTIMATED INDIRECT COST				P		
TOTAL COST OF WORK ITEM 2.0				P		

Description	Unit	Qty.	Unit Cost	Amount	Statement of Compliance (Check if you comply)
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

3.0	Structural Concrete & Reinforcement Works	lot	1			
3.01	Concrete & Reinforcement Works					
A. Materials						
Portland Cement	bags	125.00				
Washed/Fine Sand	cu. m.	6.00				
Gravel	cu. m.	8.00				
Rebars, 16mm	kg	450.00				
Rebars, 12mm	kg	350.00				
Rebars, 10mm	kg	120.00				
GI Tie Wire # 16	kg	21.00				
Phenolic Board, 14mm	pcs.	25.00				
Coco Lumber, 2ft by 2ft by 8ft	pcs.	15.00				
Common Wire Nails, 3in	kg	8.00				
B. Labor						
1 Foreman	days	2.00				
2 Skilled Laborer	days	2.00				
2 Unskilled Laborer	days	2.00				
C. Equipment						
1 Concrete Mixer	day	2.00				
1 Concrete Vibrator	day	2.00				
1 Rebar Cutter/Bender	day	2.00				
1 Circular Saw	day	2.00				
1 Electric Drill	day	2.00				
1 Scaffoldings	day	2.00				
ESTIMATED DIRECT COST				P		
ESTIMATED INDIRECT COST				P		
TOTAL COST OF WORK ITEM 3.0				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>						
4.0	Masonry Works	lot	1			
4.01	Masonry Works					
A. Materials						
	CHB, 150mm	pcs	725.00			
	CHB, 100mm	pcs	115.00			
	Masonry Cement (Plaster)	bags	65.00			
	Washed/Fine Sand	cu. m.	6.00			
	Rebars, 10mm	kg	90.00			
	GI Tie Wire # 16	kg	2.00			
B. Labor						
	1 Foreman	days	2.00			
	1 Skilled Laborer	days	2.00			
	2 Unskilled Laborer	days	2.00			
C. Equipment						
	1 Concrete Mixer	day	2.00			
	1 Scaffolding	day	2.00			
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 4.0					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>						
5.0	Roofing and Ceiling Works	lot	1			
5.01	Roofing & Ceiling Works					
A. Materials						
	Longspan Roofing, 0.4m, 8ft	sq. m.	55.00			
	Angle Bars/Truss Steel	kg	225.00			
	C-Purlins	lengths	20.00			
	Flashings	lm	18.00			
	Tek Screws	boxes	2.00			
	Welding Rods	boxes	6.00			
	Steel Primer	gal	2.00			
	PVC Ceiling Panels	pcs.	30.00			
	Metal Furrings	pcs.	23.00			
	Carrying Channel	lengths	14.00			
	Wall Angle	lengths	8.00			
	Drywall Screws	boxes	1.00			
B. Labor						
	1 Foreman	days	2.00			
	1 Skilled Laborer	days	2.00			
	2 Unskilled Laborer	days	2.00			
C. Equipment						
	1 Welding Machine	day	2.00			
	1 Angle Grinder	day	2.00			
	2 Electric Drill	day	2.00			
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 5.0					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>						
6.0	Floor, Wall, Door Finishes	lot	1			
6.01	Floor, Wall, Door Finishes					
A. Materials						
	PVC Door Set with Louver, 2.1m x 0.7m	set	2.00			
	PWD Door Set, with Kickplate and PWD Signage	set	1.00			
	Awning Glass Window on Powder Coated Frame, 1/4"mm thick reflective glass w/ accessories, 0.4mx0.5m	set	1.00			
	400mm x 400mm Non-Skid Floor Tiles	pcs	130.00			
	400mm x 400mm Non-Glossy Wall Tiles	pcs	140.00			
	Tile Adhesive	bags	10.00			
	Tile Grout	bags	6.00			
	Silicone Sealant	tubes	6.00			
B. Labor						
	1 Foreman	days	2.00			
	1 Skilled Laborer	days	2.00			
	2 Unskilled Laborer	days	2.00			
C. Equipment						
	1 Tile Cutter	day	2.00			
	1 Angle Grinder	day	2.00			
	1 Electric Drill	day	2.00			
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 6.0					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>						
7.0	Sanitary and Plumbing Fixtures	lot	1			
7.01	Sanitary & Plumbing Fixtures					
A. Materials						
	Water Closet Set, with Two Way Angle Valve and Flush Valve	set	2.00			
	Water Closet Set, for PWD	set	1.00			
	Urinal Set, with Complete Accessories and Flush Valve	set	1.00			
	Lavatory Complete Set	set	3.00			
	PPR & PVC Pipes, Fittings	lot	1.00			
	Septic Tank Accessories	lot	1.00			
	Floor Drains	lot	3.00			
	Water Meter Assembly	set	1.00			
	Downspout 75mm PVC	lm	10.00			
	Stainless Straps	pcs	12.00			
B. Labor						
	1 Foreman	days	3.00			
	1 Skilled Laborer	days	3.00			
	2 Unskilled Laborer	days	3.00			
C. Equipment						
	1 Rotary Hammer Drill	day	2.00			
	Minor Plumbing Tools (10% of Labor Cost)					
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 7.0					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>						
8.0	Electrical Works	lot	1			
8.01	Electrical Works					
A. Materials						
	THHN Wire, 3.5 sq. mm	lm	100.00			
	THHN Wire, 5.5 sq. mm	lm	52.00			
	20mm PVC Conduit	lm	72.00			
	Utility Boxes	pcs	12.00			
	Convenience Outlet	set	8.00			
	Switches	set	3.00			
	LED Ceiling Lights	set	5.00			
	30W Solar Flood Lights	set	2.00			
	Panel Board PB1	set	1.00			
	Circuit Breakers	pcs	4.00			
	Misc. Electrical Accessories	lot	1.00			
B. Labor						
	1 Foreman	days	2.00			
	2 Skilled Laborer	days	2.00			
	2 Unskilled Laborer	days	2.00			
C. Equipment						
	1 Rotary Hammer	day	2.00			
	1 Electric Drill	day	2.00			
	1 Multimeter	day	2.00			
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 8.0					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>						
9.0	Painting Works	lot	1			
9.01	Painting Works					
A. Materials						
	Skim Coat	bags	10.00			
	Concrete Neutralizer	gallons	3.00			
	Primer	gallons	8.00			
	Latex Paint	gallons	11.00			
	Elastometric Paint	gallons	4.00			
	Enamel Paint (for Steel)	gallons	2.00			
	Paint Thinner	gallons	2.00			
	Consumables (10% of Materials Cost)					
B. Labor						
	1 Foreman	days	3.00			
	1 Skilled Laborer	days	3.00			
	2 Unskilled Laborer	days	3.00			
C. Equipment						
	Minor Plumbing Tools (10% of Labor Cost)					
ESTIMATED DIRECT COST					P	
ESTIMATED INDIRECT COST					P	
TOTAL COST OF WORK ITEM 9.0					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>					
10.0	PWD Ramp and Accessibility Features		lot	1	
10.01	PWD Ramp and Accessibility Features				
A. Materials					
PWD Handrail, 25mm Dia Stainless	lot	1.00			
Stainless Grab Bars	pcs	3.00			
Mirrors	pcs	3.00			
Soap Dispenser	pcs	3.00			
Tissue Holder	pcs	3.00			
PWD Signages, Standard BP344	lot	1.00			
Tactile Tiles	lot	1.00			
B. Labor					
1 Foreman	days	2.00			
1 Skilled Laborer	days	2.00			
2 Unskilled Laborer	days	2.00			
C. Equipment					
1 Rotary Hammer Drill	days	2.00			
1 Electric Grinder	days	2.00			
Minor Tools (10% of Labor Cost)					
ESTIMATED DIRECT COST				P	
ESTIMATED INDIRECT COST				P	
TOTAL COST OF WORK ITEM 10.0				P	
Project Title & Code		ABC		Total Bid Quotation	
Maintenance of Public Toilets, Port of Opol (MPF-MOC-72-2026)		In Figures	Php 989,502.00		
		In Words	Nine Hundred Eighty-Nine Thousand Five Hundred Two Pesos and 00/100 only		

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: _____