



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

REQUEST FOR QUOTATION

Date: _____
Quotation No.: **MPF-MOC-RFQ-013-2026**

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 Guard House, Port of Guinsiliban (MPF-MOC-144-2026)
Approved Budget for the Contract (ABC), in words and figures	Eight Hundred Ninety-Nine Thousand Nine Hundred Ninety-Six Pesos and 00/100 only (Php 899,996.00)
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 14 August 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.

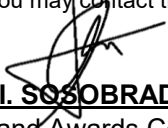
B. Technical Documents

- 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. SOSOBRA DO 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 compliance with the specified requirement.

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. 12009 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 Guard House, Port of Guinsiliban (MPF-MOC-144-2026)	In Figures	Php 899,996.00	
	In Words	Eight Hundred Ninety-Nine Thousand Nine Hundred Ninety-Six 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 Guard House, Port of Guinsiliban (MPF-MOC-144-2026)
Approved Budget for the Contract (ABC), in words and figures	Eight Hundred Ninety-Nine Thousand Nine Hundred Ninety-Six Pesos and 00/100 only (Php 899,996.00)
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 Guardhouse	unit	1			
1.01 Supply labor, materials and equipment for the maintenance of Guardhouse					
A. Materials					
a.1) Roofing Works					
- 0.50mm thk Pre-painted Rib Type Long Span	l.m.	18.40			
- 18"x8ft ridge roll	pcs.	6.00			
- Tekcrew	pcs.	450.00			
- Consumables					
a.2.) Steelworks					
- 3mm thk x 2"x4" Rectangular Tube Steel	lhs	4.00			
- 2mm thk x 2"x4" Rectangular Tube Steel	lhs	4.00			
- 2mm thk 2"x3" C-Purlins	lhs	8.00			
- 2mm thk x 2"x3" Rectangular Tube Steel	lhs	19.00			
- 3mm thk x 4"x4" G.I. Square Tube Steel x 6m(4pcs)	kgs	226.08			
- 3mm thk x 1"x1" G.I. Angle Bar	lhs	8.00			
- 6mm thk. Hardiflex 4x8	pcs	7.00			
- 12mm thk. Hardiflex 4x8	pcs	7.00			
- oxygen	kgs.	13.00			
- acetylene	kgs.	26.00			
- 1/8" welding rod - 6012 (5kgs/box)	box	5.00			
- 16mm dia. dynabolt/expansion bolt (SS304)	sets	8.00			
- 5.0mm thk. 2" Flat bar	lhs.	1.00			
- 18mm thk. melamine laminated board	pcs.	2.00			
- 2mm thk x 2"x2" G.I. Rectangular Tube Steel	lhs	2.00			
- Consumables					
a.3.) Ceiling Works					
- 3.5mm thk. Hardiflex 4x8	pcs	5.00			
- Wall Anglex 1"x1" x 8ft	pcs	16.00			
- Double Furring Galvanized x 5m	pcs	20.00			
a.4.) Door and windows					
- Heavy Duty Door knob (Chrome)	set	1.00			
- 0.7m x 2.1m Flush Door	pcs.	1.00			
- door jamb 2"x4" x8ft	pcs.	2.00			
- 3-1/2"x3-1/2" Brass Hinges Loose Pin	pcs.	3.00			
- 13-blades jalouplus w/ double control with analok frame window(1.5mx1.5m)	set	3.00			

a.5.) Others
- Sticker Logo Signage (2ft x 2ft)

lot 1.00

CONTINUED AT THE NEXT PAGE

B. LABOR

b.1) Roofing Installation inclc. Ridge roll

1 Foreman	days	1.00			
1 Skilled Worker (Roof installer)	days	1.00			
2 Unskilled Worker	days	1.00			

b.2) Steel Framing Works

1 Foreman	days	2.50			
2 Skilled Worker (Welder)	days	2.50			
2 Unskilled Worker	days	2.50			

b.3.) Ceiling Works

1 Foreman	days	5.00			
1 Skilled Worker (Carpenter)	days	5.00			
2 Unskilled Worker	days	5.00			

C. EQUIPMENT

1 boom truck	days	2.00			
1 welding machine	days	2.00			
1 cutting outfit	days	0.50			
1 bar bender	days	0.05			
1 bar cutter	days	0.05			
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)
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

2.0	Maintenance of Gate	1	LOT		
2.01	Supply labor and materials for the maintenance of gate including pavement restoration				

A. Materials**a.1) Steelworks**

12mm dia. plain round stainless steel 316 x 500mm	pcs	1.00			
16mm dia. plain round stainless steel 316 x 500mm	pcs	1.00			
16mm dia. plain round stainless steel 316 x 1m	pcs	1.00			
1/8" welding rod - E309-16 (1 pack/kg)	pack	1.00			
1"x1"x2mm thk. GI rectangular tube x 6m	pcs	19.00			
2"x2"x2mm thk. G.I. Rectangular Tube	pcs	4.00			
2"x3"x2mm thk G.I. Rectangular Tube	pcs	5.00			
20mm Barrel hinge (Heavy duty)	sets	8.00			
8mm thk X 350mm X 250mm MS Plate	kgs.	5.50			
1/8" welding rod - 6012 (5kgs)	box	1.50			
consumables (5% of Material Cost)					

a.2) Concreteworks

cement	bags	16.00			
washed sand	cu.m.	0.86			
crushed gravel	cu.m.	1.71			
12mm thk Ordinary Plywood (local)	pcs	4.00			
good lumber	bd.ft.	72.00			
Assorted CWN	kls	2.50			
10mm dia. RSB	lhs.	10.00			
12mm dia. RSB	lhs.	8.00			
16mm dia. RSB	lhs.	5.00			
Ga.16 G.I. Tie wire	kls	2.00			
concrete epoxy a & b(LV) , in gal	set	1.00			
consumables (5% of Material Cost)					

a.3) Electrical Works

#12 (3.5mm2) THHN/THWN Stranded Copper Wire	l.m.	37.00			
18W LED Downlight	pcs.	5.00			
2 Gang Duplex Convenience Outlet	pcs.	2.00			
3 Gang Flush Type Switch	pcs.	1.00			

2 Gang Flush Type Switch	pcs.	1.00			
PVC Junction Box	pcs.	4.00			
PVC Utility Box	pcs.	4.00			
30A, 2P RSB Safety Breaker - With Enclosure Box Case	pcs.	2.00			
300W LED Flood Light	pcs.	2.00			
20mmØ (3/4") PVC Pipe	pcs.	6.00			
consumables (5% of Material Cost)					

B. Labor**b.1.) Steelworks**

1 Foreman	day(s)	1.25
2 Skilled Worker	day(s)	1.25
2 Unskilled Worker	day(s)	1.25

b.3.) Formworks

b.3.1 installation

1 Foreman	days	0.40
2 Skilled Worker (Carpenter)	days	0.40
4 Unskilled Worker	days	0.40

b.3.2 stripping

1 Foreman	days	0.20
6 Unskilled Worker	days	0.20

b.4.) Demolition Works

1 Foreman	days	0.05
1 Unskilled Worker	days	0.05

b.5.) Excavation Works

1 Foreman	days	0.05
1 Unskilled Worker	days	0.05

b.6.) Electrical works

1 Foreman	days	1.00
1 Skilled Worker (Electrician)	days	1.00
1 Unskilled Worker	days	1.00

C. Equipment

1 boom truck	days	2.00
1 welding machine	days	1.50
1 cutting outfit	days	0.50
1 one-bagger mixer	days	0.60
1 bar bender	days	0.05
1 bar cutter	days	0.05
1 jack hammer	days	0.10
1 Air compressor (103HP)	day(s)	0.10
1 Concrete Cutter/Saw, Blade 14" dia (7.5 Hp)	days	0.05
1 Backhoe	days	0.05
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	Painting and Cabinetry Works	1	LOT		
3.01	Supply of labor and material for the painting and cabinetry works for gates and guardhouse				

A. Materials**a.1.) Painting Works**

Epoxy Primer White	gals	6.00
Epoxy Enamel White	gals	15.00
Paint thinner	gals	6.00
lacquer spot putty	gals	2.00
flat latex white	gals	2.00
Semi-gloss white	gals	4.00
body filler	gals	2.00
automotive lacquer putty	gals	2.00
automotive lacquer white	gals	3.00
consumables (5% of Material Cost)		

a.2) Cabinetry Works

20mm thk Marine Plywood (local)	pcs	10.00
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6mm thk Ordinary Plywood (local)
8mm stainless steel handle
10mm stainless steel handle
drawer lock
consumables (5% of Material Cost)

pcs. 2.00
pcs. 4.00
pcs. 5.00
pcs. 4.00

B. Labor

b.1.) Painting Works

1 Foreman day(s) 15.00
2 Skilled Worker (Painter) day(s) 15.00
1 Unskilled Worker day(s) 15.00

b.2) Cabinetry Works

1 Foreman day(s) 5.00
2 Skilled Worker (Carpenter) day(s) 5.00
1 Unskilled Worker day(s) 5.00

C. Equipment

minor tools (10% of Labor Cost)

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)
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Note: Non-compliance with the minimum required specifications shall be grounds for disqualification

4.0	Concrete Foundation Works	1	LOT		
2.01	Supply of labor and material for the concrete foundation works including demolition and excavation				

A. Materials

cement
washed sand
crushed gravel
12mm thk Ordinary Plywood (local)
good lumber
Assorted CWN
10mm dia. RSB
12mm dia. RSB
16mm dia. RSB
Ga.16 G.I. Tie wire
consumables (5% of Material Cost)

bags 40.00
cu.m. 2.20
cu.m. 4.40
pcs 14.00
bd.ft. 272.00
kls 8.00
lhs. 23.00
lhs. 81.00
lhs. 31.00
kls 11.00

B. Labor

b.1.) Concrete Works

1 Foreman days 1.50
1 Skilled Worker (Mason) days 1.50
4 Unskilled Worker days 1.50

b.2.) Rebar Works

1 Foreman days 0.75
3 Skilled Worker (Steelman) days 0.75
12 Unskilled Worker days 0.75

b.3.) Formworks and Falseworks

b.3.1) installation

1 Foreman days 1.50
2 Skilled Worker (Carpenter) days 1.50
4 Unskilled Worker days 1.50

b.3.1) stripping

1 Foreman days 0.65
6 Unskilled Worker days 0.65

b.4.) Chipping and Excavation