Republic of the Philippines
Philippine Ports Authority
Port Management Office of Misamis Occidental/Ozamiz
Port of Ozamiz, Ozamiz City

REQUEST FOR QUOTATION

NO. RFQ-MOZ-11-2026 esd
Dated: June 17, 2026

(SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, Port Management Office of Misamis Occidental, through its Bids and Awards Committee (BAC) invites Bonafide contractors duly registered with the Philippine Contractors Accreditation Board (PCAB) to submit quotation for the hereunder contract, re: **Maintenance of Entrance/Exit Gate & Guardhouse, Port of Ozamiz, Ozamiz City Misamis Occidental.**

Enclosed herewith are the Canvass Form and the Instruction to Contractors. Bids/Quotations received in excess of the ABC in the amount of **Php 999,818.00** shall be automatically rejected at bid opening.

Procurement will be conducted in accordance with section 34 (Small Value Procurement) of the March 30, 2026, Implementing Rules and Regulations (IRR) 1st Edition of RA 12009, otherwise known as the "New Government Procurement Act".

The Deadline of Submission of Sealed Bid/Quotation Envelopes will be at 10:00 A.M., June 23, 2026, and the Opening of said bids will be at 2:00 P.M., June 23, 2026, Conference Room, 2nd Floor PPA Administration Building, Port Area, Port of Ozamiz, Ozamiz City.

For further inquiries on the procurement to be bid, please contact Mr. Joefeloudelou L. Bicoy (BAC Chairperson) or the BAC Secretariat at the Admin. Office, 2nd Floor, PPA Admin. Bldg., Port of Ozamiz, Ozamiz City, Tel. No. (088) 521-0238. Kindly include the official receipt (OR) as part of the bidding documents, a payment of a non-refundable cost of bidding documents (Php 1,000.00 inclusive of VAT).

All interested bidders are informed that this office is not ready to have electronically submitted Bid proposals for this date.

The PPA, PMO Misamis Occidental reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with section 70 of RA 12009 (IRR-1st Edition), without thereby incurring any liability to the affected bidder or bidders.

(sgd)
JOEFELEODELOU L. BICOY
Chairperson
BAC-PMO Misamis Occidental/Ozamiz

Noted by:
(sgd)
SALVADOR L. DELINA
Port Manager

PPA website: www.ppa.com.ph
PhilGeps website: www.philgeps.net
Date of Publication: June 19, 2026

INSTRUCTION TO BIDDERS

1. The PPA, PMO Misamis Occidental/Ozamiz shall validate whether it is entering into a contract with a technically, legally and financially capable supplier or contractor by requiring the submission of prescribed documentary requirements.

2. Invited contractor(s)/Supplier(s)/Bidder(s) shall submit the prescribed documentary requirements under the Small Value Procurement of RA 12009 and its IRR (1st Edition).

   The following documentary requirements shall be submitted together in one (1) envelope (One-Original Copy and Five-xerox copies) during the Opening of Sealed Quotation Envelope:

   A. For Individual Sole Proprietorship
      a) Valid PCAB License
      b) Mayor's Permit CY 2026
      c) BIR Certificate of Registration
      d) Tax Clearance
      e) PhilGeps Registration Number
      f) Income/Business Tax Return CY 2025
      g) Duly Notarized Omnibus Sworn Statement (refer to the attached prescribed format)
   B. For Corporation/Cooperative/Partnership
      a) Valid PCAB License
      b) Mayor's Permit CY 2026
      c) BIR Certificate of Registration
      d) Tax Clearance
      e) PhilGeps Registration Number
      f) Income/Business Tax Return CY 2025
      g) Duly Notarized Omnibus Sworn Statement (refer to the attached prescribed format)

   C. Certificate of Platinum Membership may be submitted in lieu of the above requirements (for items a & b only).

   D. Failure to comply with the above-mentioned requirements shall constitute cancellation of the award to the winning bidder.

3. Sealed Quotation Envelope shall be submitted before the above-mentioned deadline. Late submission of quotation envelope shall not be accepted. Price Quotation in excess of ABC shall be automatically disqualified.

4. All price quotations shall be valid for a period of One Hundred Twenty (120) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).

5. Canvass form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said canvass form, any erasure/s or interlineation/s shall be signed by the supplier/s.

6. The Evaluation and award of contract shall be based on a <u>lot basis</u> not higher than the ABC, hence the supplier shall reflect its total price quotation for one (1) lot in the said canvass form.

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *Maintenance of Entrance/Exit Gate & Guardhouse, Port of Ozamiz, Ozamiz City Misamis Occidental* of the *Philippine Ports Authority, Port Management Office of Misamis Occidental/Ozamiz [insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself

or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic

Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

CONTRACT FOR: Maintenance of Entrance/Exit Gate & Guardhouse
Port of Ozamiz, Ozamiz City Misamis Occidental

This CONTRACT executed on the _____ day of _____ 20_____ by and between:

[Philippine Ports Authority], a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

[Name of Supplier /Contractor/ Consultant] a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called "the Supplier/Contractor/Consultant".

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly *[Brief description of Project]*;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of *[Contract price in words and figures, including currency],* hereinafter referred to as the "Contract Price."
NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, *viz.*:

For Procurement of Infrastructure Projects

Drawings/Plans;
Scope of Work;
Invitation to Bid;
Instructions to Bidders;
Bid Data Sheet;
Bid Form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
Bill of Quantities;
General and Special Conditions of Contract;
Supplemental Bid Bulletins, if any; and
Other contract documents that may be required by existing laws and/or the Entity.

Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Performance Security;

Notice of Award of Contract; and the Bidder's Conforme thereto; and

Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.

In consideration of the Contract Price of *[Contract Price in words and figures],* or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the *[Project Title]* described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.

The *[Philippine Ports Authority]* agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.

Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

For the Procuring Entity Head of the Procuring Entity or Duly Authorized Representative	For the Bidder Duly authorized to sign the Contract for and behalf of *[Bidders Name]*:
[Signature over Printed Name] *[Position/Designation]* *[Date]*	*[Signature over Printed Name]* *[Position/Designation]* *[Date]*
Signed in the presence of: *[Name and Signature]* *Witness – Procuring Entity*	*[Name and Signature]* *Witness- Supplier*

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of _____, 20_____, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

BID FORM

Project Code No.: *MPF-MOZ-20-2026*

Date: _____

To: The Chairperson
BAC-PMO Misamis Occidental/Ozamiz
Philippine Ports Authority (PPA)
Port Management Office of Misamis Occidental/Ozamiz (PMO-MOZ)
Port Area, Ozamiz City (7200)

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **Maintenance of Entrance/Exit Gate & Guardhouse, Port of Ozamiz, Ozamiz City Misamis Occidental.**

We offer to execute the Works for this Contract in accordance with the PBDs;

The total price of our Bid in words and figures, excluding any discounts offered below is: _____
_____.

The discounts offered and the methodology for their application, if any, are: [insert information]; or indicate N/A if no discount offered]: _____.

The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized in the [Select one, delete the other: the Price Schedules/ Detailed Estimates],

This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period.

If our bid is accepted, I/we commit to enter to a contract and provide performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive; and

We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

_____

Bidder's Name

_____

Signature over Printed Name
(Position/Designation)

Date: _____

Name of Contract: Maintenance of Entrance/Exit Gate & Guardhouse
Location: Port of Ozamiz, Ozamiz City, Misamis Occidental

BILL OF QUANTITIES

Project Name: **Maintenance of Entrance/Exit Gate & Guardhouse**
Location: **Port of Ozamiz, Ozamiz City, Misamis Occidental**

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
1.00	Mobilization / Demobilization				
1.01	Mobilization / Demobilization	Lot	1.00	P	P
(Pesos)					
2.00	Provision of Safety and Health Program				
2.01	Provision of Safety and Health	Lot	1.00	P	P
(Pesos)					
3.00	Repair of Guard House				
3.01	Remove and Demolish of Dilapidated Roof, Eaves, Old Doors and Window, Ground Ceiling Board ,Chipping of Old Tiles and Electrical Trench for Boom gate	Lot	1.00	P	P
(Pesos)					
3.02	Repair/Replacement of Deteriorated Shingle Fiber Roofing	Sq.m.	13.60	P	P
(Pesos)					
3.03	Replacement of Old Floor Tiles	Sq.m.	6.20	P	P
(Pesos)					
3.04	Repair/Replacement of Worn-out Ceiling boards and Ceiling Soffit and Installation Wooden Cabinet w/ Shelves	LM	11.80	P	P
(Pesos)					
3.05	Repair/ Refurbish of degraded Interior Wall	Sq.m.	16.78	P	P
(Pesos)					
3.06	Repair and Replacement of Doors and windows	Lot	1.00	P	P

(Pesos)					
4.00	Electrical Works				
4.01	Repair and Replacement of old Lightings and Electrical Wirings for Electronic Boom Gate	Lot	1.00	P	P
(Pesos)					
5.00	Repair of Main Gate				
5.01	Replacement of Dilapidated G.I Pipe and Square bar	Lot	1.00	P	P
(Pesos)					
5.02	Replacement of Electronic Boom Gate and PPA LOGO Signages	Lot	1.00	P	P
(Pesos)					
6.00	Painting Works				
6.01	Repainting of Guard House and Gate	Sq.m.	210.00	P	P
TOTAL					P
Amount in Words:					

Calendar Days to Complete: _____ Days
Note: For Labor, Materials and Equipment

Submitted by:

_____ `_____
Name of Representative of Bidder Name of Bidder

_____ _____
Position Date