



PHILIPPINE  
PORTS  
AUTHORITY



## REQUEST FOR QUOTATION (RFQ)

Date: June 10, 2026  
RFQ No.: 5600-2026

The PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao, through its Bids and Awards Committee (BAC), hereby notifies entities duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) to offer for the hereunder contract, to be implemented thru Small Value Procurement pursuant to Rule 4, Section 34 of the Implementing Rules and Regulations of R.A. 12009.

**PROJECT TITLE :** **MPF-SUG-15-2026**  
Lumpsum Materials, labor & Equipment for the Miscellaneous Maintenance Works on Dilapidated Entrance / Exit Gates, Port of Del Carmen, Siargao Island, Surigao del Norte

**PROJECT LOCATION :** Port of Del Carmen, Siargao Island, Surigao del Norte

**SCOPE OF WORKS :**

1. Concreting Works
2. Steel Maintenance Works
3. Carpentry and Tile Maintenance Works
4. Painting Maintenance Works
5. Lighting and Fixture Maintenance Works

**Equipment Required:**

1. 1 unit - Chipping Gun
2. 1 unit - Concrete Vibrator
3. 1 unit - One Bagger Mixer
4. 1 unit - Electric Drill
5. 1 unit - Welding Machine (electric driven, 400A)
6. 1 unit - Electric Grinder
7. 1 unit - Electric Cutting Wheel

**APPROVED BUDGET FOR THE CONTRACT :** Php 950,000.00  
**CONTRACT DURATION :** 90 Calendar Days  
**SOURCE OF FUNDS :** PPA Corporate Funds CY 2026

Interested bidders must present Original Copy of Special Power of Attorney (SPA) from the owner if done by representative and secure signed Request for Quotation Form (RFQ) for your quotation together with Terms of Reference (TOR) from BAC Secretariat/Procurement Officer and submit sealed canvass together with the eligibility documents stated in the TOR:

**DEADLINE OF SUBMISSION OF SEALED QUOTATION:** June 23, 2026 9:00 am

**OPENING OF SEALED QUOTATION :** June 23, 2026 10:00 am

**PLACE OF OPENING :** PMO-Surigao Admin Building, Surigao City



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Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **9:00 am of 23 June 2026**, subject to the compliance with Terms and Conditions provided on this Request for Conditions (RFQ):

**ATTY. ROLDAN G. CALEJESAN**

Chairperson, Bids and Awards Committee

PMO-Surigao Admin Building, Port Area, Surigao City

Tel./Fax Nos. (086) 827-1664; (086) 827-5641; (086) 827-5643

Email Add: [pmosurigaobac@gmail.com](mailto:pmosurigaobac@gmail.com)

The Head of the Procuring Entity (HoPE) of the PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with sections 64 and 70 of the 2026 revised IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at Tel./Fax Nos. (086) 827-1664; (086) 827-564; (086) 827-5643 or send email to [pmosurigaobac@gmail.com](mailto:pmosurigaobac@gmail.com)

**ATTY. ROLDAN G. CALEJESAN**

Chairperson, Bids and Awards Committee



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**TERMS AND CONDITIONS :**

1. Bidder 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 **thirty (30) calendar days** from the deadline of submission.
4. Delivery Period shall be within **Ninety (90) calendar days from receipt of Purchase Order (PO)**.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao, through its Bids and Awards Committee (BAC) shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and the other terms and conditions stated herein.
9. The Item/s shall be delivered according to the accepted offer of the bidder.
10. Item/s delivered shall be inspected on the scheduled date and time of the PMO-Surigao Inspectorate Team. The delivery of the item/s shall be acknowledged upon the deliver to confirm the compliance with the technical specifications.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
12. 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 PMO-Surigao 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.
13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its 2026 IRR.
14. The RFQ, Purchase Order (PO), and the other related documents for the above-stated Procurement project shall be deemed to form part of the contract.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

**FINANCIAL OFFER:**

| ITEM NO. | QTY. | UNIT | DESCRIPTION / SPECIFICATION                                                                                                                                                                        | UNIT PRICE | TOTAL |
|----------|------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| 1        | 1    | lot  | <b>MPF-SUG-15-2026</b><br>Lumpsum materials, labor & equipment for the Miscellaneous Maintenance Works on Dilapidated Entrance / Exit Gates, Port of Del Carmen, Siargao Island, Surigao del Norte |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      | <b>Scope of Works:</b>                                                                                                                                                                             |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      | 1. Concreting Works                                                                                                                                                                                |            |       |
|          |      |      | 2. Steel Maintenance Works                                                                                                                                                                         |            |       |
|          |      |      | 3. Carpentry and Tile Maintenance Works                                                                                                                                                            |            |       |
|          |      |      | 4. Painting Maintenance Works                                                                                                                                                                      |            |       |
|          |      |      | 5. Lighting and Fixtures Maintenance Works                                                                                                                                                         |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
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|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
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|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |
|          |      |      |                                                                                                                                                                                                    |            |       |

Company/Business Name

Signature of Representative over Printed Name

Tax Identification No. (T.I.N.)

Address & Contact Number

Date

1960

Philippine Ports Authority  
Port Management Office of Surigao

**TERMS OF REFERENCE**

**Miscellaneous Maintenance Works on Dilapidated Entrance/ Exit Gates, Port of  
Del Carmen, Siargao Island, Surigao del Norte**

**1. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The PHILIPPINE PORTS AUTHORITY (PPA), PMO-Surigao offers public bidding to all prospective bidders thru Small Value Procurement (SVP) for Miscellaneous Maintenance Works on Dilapidated Entrance/ Exit Gates, Port of Del Carmen, Siargao Island, Surigao del Norte with an Approved Budget for the Contract (ABC) amounting to Nine Hundred Fifty Thousand Pesos (P 950,000.00) chargeable against PPA Corporate Fund

**2. SCOPE OF WORKS**

The prospective bidder/s shall provide materials, labor and equipment for the completion of the following scope of works:

| Item No. | Description                                                                                                         | Qty.  | Unit  |
|----------|---------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1.0      | CONCRETING WORKS                                                                                                    |       |       |
|          | 1.01) Provide Temporary Enclosure and Safety Signages                                                               | 1.00  | Lot   |
|          | 1.02) Remove and Turn-over to PPA the Damaged/Dilapidated Steel gate, Lighting Fixtures and Dilapidated Floor Tiles | 1.00  | Lot   |
|          | 1.03) Excavation and Backfilling Works                                                                              | 1.00  | Lot   |
|          | 1.04) Reinforced Concrete Works                                                                                     | 1.00  | Lot   |
| 2.0      | STEEL MAINTENANCE WORKS                                                                                             |       |       |
|          | 2.01) Supply, Fabricate and Install Steel Frames at Perimeter Fence                                                 | 83.00 | L.M.  |
|          | 2.02) Supply, Fabricate and Install Stainless Steel Gate Complete with Accessories                                  | 1.00  | Lot   |
| 3.0      | CARPENTRY AND TILE MAINTENANCE WORKS                                                                                |       |       |
|          | 3.01) Supply and Installation of Doors                                                                              | 1.00  | Set   |
|          | 3.02) Supply and Installation of Windows                                                                            | 4.00  | Sets  |
|          | 3.03) Supply, fabricate and Install Counter with Drawer                                                             | 1.00  | Lot   |
|          | 3.04) Supply and Installation of Non-skid Glazed Tiles                                                              | 2.00  | Sq.M. |
| 4.0      | PAINTING MAINTENANCE WORKS                                                                                          | 1.00  | Lot   |
| 5.0      | LIGHTING AND FIXTURE MAINTENANCE WORKS                                                                              | 1.00  | Lot   |

3. **PERIOD OF CONTRACT**

The Contract shall cover the duration of Ninety (90) Calendar Days (inclusive of Saturdays, Sundays and Holidays) effective upon receipt of Purchase Order by the winning bidder.

4. **PERFORMANCE SECURITY**

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post the performance security as required under Section 68 of the IRR of RA 12009 prior to the signing of the contract. The performance security shall be denominated in Philippine Pesos and posted in favor of the procuring entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

5. **ELIBILITY DOCUMENTS**

For purposes of determining the eligibility of bidders using the criteria stated in the IRR of RA 12009, only the following documents shall be required by the BAC and by using the attached prescribed forms:

***Legal Documents***

- a. Certified True Copy of Valid DTI Business Name Registration or SEC Registration
- b. Certified True Copy of Valid and Current Mayor's Permit
- c. Certified True Copy of Valid Phil-GEPS Registration
- d. Certified True Copy of Required PCAB Registration (Small A on Port, Harbor and Offshore Engineering)
- e. Tax Clearance per E.O. 398 s. of 2005 as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- f. Omnibus Sworn Statement

***Technical Documents***

- a. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (*Form Annex "A"*)
- b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. The SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project owner other than the contractor, or a final rating of at least Satisfactory in the CPES, or a similar performance and monitoring system. In the case of contracts with the private sector, an equivalent document shall be submitted. (*Form Annex "B"*)

A contract is considered to be "similar" to the contract to be bid if it has the same major categories of work stated hereunder;

|   | Major Categories of Work | Unit of Measure | Quantity |
|---|--------------------------|-----------------|----------|
| 1 | Steel Maintenance Works  | Lot             | 1        |
| 2 | Concreting Works         | Lot             | 1        |

c. Project requirements which shall include the following:

c.1 Organizational chart for the contract to be bid,

c.2 List of contractor's key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (*Form Annex "C"*)

1 – Project Manager

1 – Project Engineer

1 – Materials Engineer

1 – Construction Safety and Health Officer

1 – Construction Foreman

c.3 List of Minimum Major Equipment Requirements, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project (*Form Annex "D"*)

1 unit – Chipping Gun

1 unit – Concrete Vibrator

1 unit - One bagger Mixer

1 unit - Electric Drill

1 unit - Welding Machine (electric driven, 400A)

1 unit - Electric Grinder

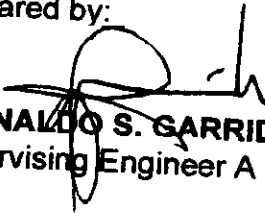
1 unit - Electric Cutting Wheel

## 6. POST-QUALIFICATION

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law

The BAC will verify and validate the veracity, authenticity, and validity of all the eligibility documents submitted by the bidder with the LCB, using non-discretionary criteria as provided in Section 63 of the IRR of RA 12009.

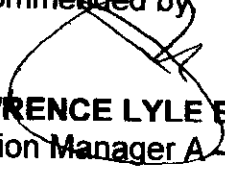
Prepared by:

  
REYNALDO S. GARRIDO, JR.  
Supervising Engineer A

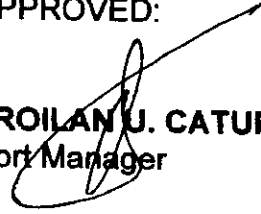
Checked by:

  
CARLSON JAY E. MARTINEZ  
Principal Engineer A

Recommended by:

  
**LAWRENCE LYLE E. CAGAS**  
Division Manager A - ESD

APPROVED:

  
**FROILAN U. CATURLA**  
Port Manager