



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION (RFQ)

Date: September 28, 2026

RFQ No.: 5638-2026

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-08-2026**
Lumpsum Materials, labor & Equipment for the Miscellaneous Maintenance Works on Comfort Rooms and Office Cubicles at PMO Admin Building, Port of Surigao

PROJECT LOCATION : Port of Surigao, Surigao City

SCOPE OF WORKS :

1. Demolition, Removal and Disposal Works
2. Installation of Concrete CHB Wall at Comfort Room
3. Finishes
4. Carpentry Works
5. Supply, Deliver and Install Aluminum Framed Louver and Aluminum Framed Glass Doors and Windows
6. Plumbing Works
7. Electrical Works
8. Painting Works

Equipment Required:

1. 1 unit Electric Drill
2. 1 unit Electric Grinder
3. Electric Cutting Wheel

APPROVED BUDGET FOR THE CONTRACT	:	Php 920,000.00
CONTRACT DURATION	:	60 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 from BAC Secretariat/Procurement Officer and submit sealed canvass together with herein documents:

1. Certified True Copy of Valid DTI Business Name Registration or SEC Registration
2. Certified True Copy of Valid and Current Mayor's Permit
3. Certified True Copy of Valid Phil-GEPS Registration
4. Certified True Copy of PCAB License
5. Certified Income/Business Tax Returns
6. Omnibus Sworn Statement

DEADLINE OF SUBMISSION OF SEALED QUOTATION: October 6, 2026 9:00 am

OPENING OF SEALED QUOTATION : October 6, 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 6 October 2026**, subject to the compliance with Terms and Conditions provided on this Request for Quotation (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

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 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

ATTY. ROLDAN G. CALEJESAN

Chairperson, Bids and Awards Committee



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 **Sixty (60) 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.



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	MPF-SUG-08-2026 Lumpsum materials, labor & equipment for the Miscellaneous Maintenance Works on Comfort Rooms and Office Cubicles at PMO Admin Building, Port of Surigao, Surigao City		
			Scope of Works:		
			1. Demolition, Removal and Disposal Works		
			2. Installation of Concrete CHB Wall at Comfort Room		
			3. Finishes		
			4. Carpentry Works		
			5. Supply, Deliver and Install Aluminum Framed Louver and Aluminum Framed Glass Doors and Windows		
			6. Plumbing Works		
			7. Electrical Works		
			8. Painting Works		

Company/Business Name

Signature of Representative over Printed Name

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

Address & Contact Number

Date