



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

RFQ No. PG-ZAM-2026-02-005

Dated: February 19, 2026

The **Philippine Ports Authority, Port Management Office of Zamboanga, PPA, PMO-Zamboanga** through its Bids and Awards Committee (BAC), invites suppliers to submit price quotation for the **Project One (1) Lot Supply of Labor and Materials for the On-site General Cleaning and Maintenance of Air-Conditioning Units of PPA, PMO-Zamboanga and Terminal Management Office of Port of Isabela April 01 to December 31, 2026** with Approved Budget for the Contract of **Three Hundred Thirteen Thousand One Hundred Seventy-Six Pesos (Php 313,176.00)** through **Section 34-Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your quotation duly signed by your authorized representative not later than **March 10, 2026 @, 2:00PM** at the Administrative Division, 2nd floor, RT Lim Boulevard, Zamboanga City and address to:

JEZREL J. GESULGON

Chairperson

PPA, PMO-ZAMBOANGA-BAC

RT. Lim Boulevard, Port Area, Zamboanga City

Tel No. 991-2037, local 111

Interested supplier provider shall also submit a copy of the Following documents along with the RFQ on or before specified deadline.

- **2026 Mayor's/Business Permit;**
- **PhilGEPS Registration Number/ Certificate of Platinum Membership**
- **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative.

The Head of Procuring Entity (HOPE) of PPA, PMO-Zamboanga 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 IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any Clarification, you may contact us at telephone no. (062) 991-2037 local 111 or email at pmozamboanga@ppa.com.ph

JEZREL J. GESULGON

Chairperson, PMO-ZAMBOANGA-BAC

PORT MANAGEMENT OFFICE - ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

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ANNEX "A"



INSTRUCTIONS

1. The PPA, PMO-Zamboanga 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 documents.
2. Sealed Quotation together with documentary requirements shall be submitted before the above-mentioned deadline.
3. Do not alter the contents of this RFQ and 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.
4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

TERMS AND CONDITIONS

1. Accomplish this RFQ Form/Quotation form correctly and accurately.
2. Any interlineations, erasures, or over writing shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
3. All price quotations shall be valid for a period of Forty-Five (45) calendar days from the opening of sealed quotation envelopes and shall be inclusive of the applicable value added tax (VAT).
4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Award of contract shall be made to the Lowest Calculated Quotation which complies the technical specifications, requirements and other terms and conditions stated herein.
6. The Item/s shall be delivered according to the requirements specified/ accepted offer of the bidder.
7. The procuring entity or its authorized representative shall have the right to inspect and/or test the goods, at no additional cost to the procuring entity, to verify their conformity with the technical specifications, in accordance with the provisions of the Generic Procurement Manual.
8. Liquidating damages equivalent to one-tenth of one (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA, PMO-Zamboanga may terminate the contract/PO 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.
9. All transactions are subject to withholding of creditable Value Added Tax (VAT), and other applicable taxes and other charges as may be applicable under relevant laws, and regulations.
10. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA 12009 and its IRR.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, i.e., Billing Statement, Delivery receipt, by the supplier, in accordance with existing government accounting rules and regulations.
12. The RFQ, Purchase Order, TOR, and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

CONFORME:

*Signature Over Printer Name of the
Supplier's Authorized Representative*

Designation

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PRICE QUOTATION

2026-03-008

Date

JEZREL J. GESULGON

Chairperson, PMO-Zamboanga
Philippine Ports Authority
Port Management Office of Zamboanga
RT Lim Boulevard, Zamboanga City

Sir:

After having carefully read and accepted the Instructions and Terms and Conditions of this RFQ, I/We submit our Quotation/s for the items as follows:

Item	Description/Minimum Technical Specifications	Quantity	Cleaning Schedule	Statement of Compliance (Please state 'Comply' or 'Not Comply' for each specification)	Offer Price per unit	Total Offered price per item
	Supply of Labor and Materials for the On-site General Cleaning and Maintenance of Air-Conditioning Units of PPA, PMO-Zamboanga and Terminal Management Office of Port of Isabela April 01 to December 31, 2026.	1LOT				
	A. Base Port Zamboanga Units					
	Window Type, 1-2 HP	47 units	3 qtrs			
	Wall Mounted Type, 1-1.5 HP	12 units	3 qtrs			
	Floor Mounted Type, 3 TR/4.0HP	8 units	3 qtrs			
	Door Air Curtains, 2 HP (POSS)	1 units	3 qtrs			
	Floor Mounted Type, 7.5 TR	4 units	9 mos.			
	Wall Mounted Type, 1-1.5 HP	2 units	9 mos.			
	Window Type, 1-2 HP	3 units	9 mos.			
	Floor Mounted Type, 3 TR/4.0HP	6 units	9 mos.			
	Floor Mounted Type, 10 HP	5 units	9 mos.			
	Door Air Curtains, 2 HP	1 units	9 mos.			
	B. TMO-Isabela Units					
	Window Type, 1-2 HP	7 units	3 qtrs			
	Floor Mounted Type, 3 TR	1 unit	3 qtrs			
	<i>Note: Fare going Isabela Basilan and vice versa will be charge to Service provider.</i>					

FINANCIAL OFFER

TOTAL OFFERED QUOTATION	In Words:
	In Figures:

Signature Over Printed Name
(Authorized Representative/Owner)

Position/Designation

Name of Company

Email Address

Tel. No./CP No.



ANNEX "C"

PHILIPPINE PORTS AUTHORITY



TERMS OF REFERENCE

ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR THE ON-SITE GENERAL CLEANING AND MAINTENANCE OF AIR-CONDITIONING UNITS OF PPA, PMO-ZAMBOANGA AND TERMINAL MANAGEMENT OFFICE OF PORT OF ISABELA FROM APRIL 01 TO DECEMBER 31, 2026.

I. INTRODUCTION

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga) seeks to engage a qualified contractor for the provision of labor and materials for the onsite general cleaning of air-conditioning units. This is to ensure the proper maintenance and efficient functioning of all air-conditioning units at PPA, PMO-Zamboanga and Port of Isabela.

II. APPROVED BUDGET FOR THE CONTRACT

The Total Approved Budget for the Contract (ABC) for this procurement is **Three Hundred Thirteen Thousand One Hundred Seventy-Six Pesos (Php 313,176.00)**, inclusive of all applicable government taxes.

III. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement (SVP) as provided for in Section 34 of the New Government Procurement Act 12009.

IV. CONTRACT PERIOD

The contract shall commence from **April 01, 2026 to December 31, 2026**. Such term is renewable upon mutual agreement of the parties, subject to the same terms and conditions as herein provided.

V. SERVICE COVERAGE

1. The scope of services covers comprehensive maintenance services for all the Air-conditioning units of PPA, PMO-Zamboanga, which includes the supply of all labor and materials, tools, equipment, supervision, and all operations. See below:

A. Base Port Zamboanga Units

Air-conditioning	Quantity
Window Type,1-2 HP	54 units
Wall Mounted Type,1-1.5 HP	13 units
Floor Mounted Type, 7.5 TR	4 units
Floor Mounted Type, 3 TR/4.0HP	19 units
Floor Mounted Type, 10 HP	5 units
Door Air Curtains, 2 HP	2 units
TOTAL	97 units

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B. TMO-Isabela Units

Air-conditioning	Quantity
Window Type, 1-2 HP	7 units
Floor Mounted Type, 3 TR	1 units
TOTAL	8 units

2. The provision of labor and supply of materials for the on-site general cleaning of Air-conditioning Units.
3. The Cleaning of Air Conditioning Units shall be schedule by PPA, PMO-Zamboanga on a quarterly basis.
4. The provision of labor and supply of materials for the servicing of Air Conditioning Units shall include general cleaning only.
 - a. Check the normal operation of the system
 - b. Clean and wash unit filters
 - c. Clean the evaporator coil.
 - d. Check and clean the condenser unit.
 - e. Clean the blower wheel and fan blade.
 - f. Check the refrigerant system.
 - g. Check all electrical components.
 - h. Vacuum the drainage system
 - i. Flush the drain pipe.
 - j. Clean the drain pan.
 - k. Check the noise problem.
 - l. Testing and commissioning of air-conditioning.
 - m. Check the compressor suction and discharge pressure.
 - n. Check and lubricate the motor bearing.
 - o. Check for possible defective or worn-out mechanical components, and recommend replacement or repair as deemed necessary.
 - p. Ensure the proper functioning of all units after cleaning.
5. Deploy trained and experienced technicians.
6. Any damage caused during service shall be the responsibility of the service provider.
7. When the unit is pulled-out from the office, the Supplier shall return the repaired air conditioner units to PPA, PMO-Zamboanga as agreed upon.
8. Supply all necessary cleaning materials, tools, and equipment.
9. Use environmentally friendly and non-toxic cleaning agents.
10. Minor repair expenses like replacement of capacitor, rubber grommet, freon injection, and other minor charges amounting not more than P1,000.00 per unit may also be included.
11. In case of breakdown, the Supplier can be reached within regular working hours (8:00am to 5:00pm) Mondays to Fridays and will send **qualified technician** within twenty-four (24) hours upon notified.
12. The service provider must submit a detailed report per equipment after each cleaning session, including:
 - a. Condition of each unit
 - b. Any issues identified
 - c. Recommendations for repairs or replacements

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