



REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, PMO – Zamboanga, Bids and Awards Committee for Engineering Projects now invites suppliers to submit price quotations for the **One (1) Lot Supply of Labor, Materials and Tools/Equipment for the Maintenance of Admin Building - Cubicle Office, 2nd Floor Office of the Port Manager Staff, Port of Zamboanga, Zamboanga City.**

Bids/Quotations received in excess of the **ABC (Php 850,274.60)** shall be automatically rejected at Bid opening.

Procurement will be conducted in consonance with Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act". Only sealed bids/Quotations from **eligible bidders** will be opened and a contract will only be awarded to the Lowest Calculated Responsive Quotation.

The Opening of Sealed Quotation Envelopes shall be at **10:00 AM, December 19, 2025, Conference Room, 2nd Floor PPA Administration Building, Port Area, Zamboanga City.**

The 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

The BAC TWG/Secretariat for Engineering Projects/The ESD Office
PPA, PMO-Zamboanga, Port Area, Zamboanga City 7000
Tel Nos. (062) 991-2037, (062) 991-0650; Fax No. (062) 991-2360


JEZREL J. GESULGON

BAC Chairperson
PPA, PMO-Zamboanga, Port Area, Zamboanga City 7000

PPA website: www.ppa.com.ph

PhilGeps Website: www.philgeps.net

Date of Publication: December 13, 2025

PR Nos. **ZBA – 436 - 2025**

Canvass Ref.: **ZBA- 436 - 2025**

Encl.: Canvass Form & Approved Agency Estimate

PORT MANAGEMENT OFFICE - ZAMBOANGA

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

PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; 991-0650 TeleFax (062) 991-2360;

Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph

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INSTRUCTION TO SUPPLIERS

1. Invited Suppliers shall submit the prescribed documentary requirements under the Small Value Procurement pursuant to ANNEX "H" APPENDIX A of RA 9184 and its amendments per GPPB Resolution No. 21-2017 dated 30 May 2017 (Updated as of 15 April 2023)

The prescribed documentary requirements shall be enclosed and sealed in a separate envelope and to be submitted together with the sealed price quotation envelope on or before the Opening of Price Quotation. Two envelopes shall be received by the BAC Secretariat.

- A. For individual(s)/Sole Proprietorship/Corporation/Partnership;
 - a.) Mayor's/Business Permit
 - b.) PhilGEPS Reg. Number
 - i. Valid Certificate of Platinum Membership in lieu of Mayor's/Business Permit and PhilGEPS Registration Number
 - c.) Philippine Contractors Accreditation Board (PCAB) License
 - d.) Income/Business Tax Return CY 2024
 - e.) Omnibus Sworn Statement
- B. Eligibility Compliance Certificate issued by the Office can be submitted by the Supplier in lieu of the above items, provided that Permit(s)/License(s) are within the validity period at the time of the opening of price quotations;
- C. The Supplier/s shall be allowed to submit the lacking requirements within three (3) days upon receipt of the Notice of Bid Results;
- D. Failure to comply the above-mentioned requirements within the prescribed period shall constitute cancellation of award to the winning supplier.

2. Sealed Quotation Envelope shall be submitted before the deadline as indicated in the Request for Quotation. Late submission of quotation envelope shall not be accepted. Price quotation in excess of ABC shall be automatically disqualified.

Price Quotation Envelope shall be submitted by the Authorized Representative to the BAC Secretariat at the ESD Office, 3rd Floor, PPA Administration Building, Port of Zamboanga, Zamboanga City.

3. All price quotations shall be valid for a period of **120** calendar days from the opening of sealed quotation envelopes and shall be inclusive of applicable value added tax (VAT).
4. Prescribed 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 initiated by supplier/s.

Canvass Form shall be supported by the Summary Sheet/Breakdown of Estimate indicating the Unit Price of construction materials, labor, tools rated and other cost used in coming up with the Quotation/Bid.

5. The evaluation and award of contract is by **lot basis** and shall not exceed the ABC of the project to be bid. Hence, the supplier/s shall reflect its total price quotation for one (1) lot in the prescribed canvass form

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CANVASS FORM



Date:

JO/PR Number:

ZAM-436-2025

(Supplier)

Gentlemen: Please quote your government price/s for the article/s listed hereunder:

Item No.	Qty	Unit	Articles	Unit Cost	Amount
Maintenance of Admin. building - cubicle office, 2nd floor, Office of the Port Manager Staff, Port of Zamboanga, Zamboanga City					
1.0	1	lot	Maintenance of Admin. building - cubicle office Carpentry works Fabrication and installation of three (3) units office cubicle with table, top glass and drawer, two (2) units office cubicle with table and top glass and two (2) units cabinet. – 36.53 sq.m		
			x-x-x- Nothing Follows -x-x-x		
Total:					

Terms and Conditions:

1. Term of Payment – 100% Payment upon completion;
2. Project Duration - 30 Calendar Days;
3. Performance Security – in accordance with schedule provided under Section 39.2 of RA 9184;
4. Warranty: One (1) year after acceptance;
5. Quotation should be submitted in a sealed envelope.
X X X Nothing Follows X X X

MAHSON S. UKKOH
Principal Engineer
Canvasser

Very truly yours,

TASHMA H. ASID-MAADIL
ESD Manager

The above price/s and/or quotation/s for the article/s you wish to purchase/repair is/are available within _____ from the date of quotation.

AUTHORIZED SIGNATURE

Name of Supplier/Firm/Company

Date:





APPROVED AGENCY ESTIMATES

Project: One (1) Lot Supply of Labor, Material and Equipment for the Maintenance of Admin. building - cubicle office, 2nd floor, Office of the Port Manager Staff, Port of Zamboanga, Zamboanga City
Location: Port of Zamboanga, Zamboanga City
Owner: PMO-Zamboanga
Subject: Maintenance of Admin. building - cubicle office

Item	Description	Unit	Qty.	Unit Cost	Amount
Scope of Work: Carpentry works Fabrication and installation of three (3) units office cubicle with table, top glass and drawer, two (2) units office cubicle with table and top glass and two (2) units cabinet. – 36.53 sq.m					
Materials:					
1	2 units of Fabricated L-Shape partitions with Glass and Office Table with three (3) drawer, four (4) open shelves and topglass ((CB-1) Partition I - 2000 L x 1200 H x 50mmThk. Partition II - 1550 L x 1200 H x 50mmThk. Office Table: 3550 L x 450 W x 750mm H 1500 L x 350 W x 750mm H (with three (3) drawer and four (4) open shelves)	Sq.m	12.77		
2	1 unit of Fabricated L-Shape partitions with Glass and Office Table with three (3) drawers (CB-1a) Partition - 1600 L x 1200 H x 50mmThk. Office Table: 3550 L x 450 W x 750mm H 1500 L x 350 W x 750mm H (with three (3) drawer and four (4) open shelves)	Sq.m	4.04		
3	2 units of Fabricated partitions with Glass and Office Table (CB-2) Partition I - 2000 L x 1200 H x 50mmThk. Partition II - 600 L x 1200 H x 50mmThk. Office Table: 1950 L x 600 W x 750mm H	Sq.m	8.58		
4	2 units of Fabricated cabinets with three (3) drawers and three (3) open shelves Cabinet - 900 L x 350 W x 760mm H	Sq.m	2.00		
5	5 units of Fabricated tabletop glass 1/4" thk	Sq.m	9.14		
X X X Nothing Follows X X X					
A	MATERIAL COST				
B	LABOR COST				
C	EQUIPMENT COST				
D	DIRECT COST; [(A) + (B) + (C)]				
E	OCM [12% OF (D)]				
F	PROFIT [Up to 8% OF (D)]				
G	5% VAT OF [(D)+(E)+(F)]				
H	TOTAL PROJECT COST; [(D) + (E) + (F) + (G)]				
					≤Php 850,274.60

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