

November 21, 2025

The Port Manager

Philippine Ports Authority
Port Management Office of Bicol
Regional Center, Rawis, Legazpi City

Attention : **The Chairperson**
Bids and Awards Committee

Madam:

In accordance with your advertisement inviting proposals for the **EMERGENCY MAINTENANCE OF ROOFING, CEILING AND ELECTRICAL SYSTEM AT TMO BUILDING, PORT OF MATNOG, SORSOGON (CONTRACT NO. MPF-BCL-11-2025)** subject to the condition hereof, I/We propose to complete all the necessary works, all necessary plant/equipment, tools, appliances, consumable stores, fuel, labor and materials, to complete the works at our/my own expense at the following prices in Philippine Currency:

BILL NO.	DESCRIPTION	BID AMOUNT (Php)
1	GENERAL EXPENSES	
1.01	Mobilization/Demobilization	
2	FIELD OFFICE	
2.01	Removal and Disposal of Damaged Roofing Ceiling, and Electrical Wirings	
2.02	Application of Epoxy Primer Paint on Existing Steel Trusses	
2.03	Maintenance of C- Purlins	
2.04	Maintenance of Pre-painted Metal Tile Roofing with 10mm thick Insulation	
2.05	Maintenance of Gypsum Board Ceiling on Steel Suspension System at Second Floor	
2.06	Maintenance of Panel Boards and Breakers	
2.07	Maintenance of Various Size Electrical Wires and Cable at Second Floor	
2.08	Maintenance of Various Type Conduit Pipes and Fittings at Second Floor	
2.09	Maintenance of Wiring Devices at Second Floor	
2.10	Maintenance of Various Round LED Recessed Downlight at Second Floor	

2.11	Painting of Gypsum Board Ceiling at Second Floor	
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AMOUNT IN WORDS:

1. Quantities are approximate only and are to be used for comparison of bids. Actual quantities will be as needed in the field and as ordered by the Engineer.
2. Contractor's bid prices shall be inclusive of required taxes.
3. All pages of the proposal should be signed by the bidder.
4. Erasures or corrections in the proposal should be initialed by the bidder's authorized signatory.

We/I make this proposal with adequate knowledge of the kind, quantity and quality of the materials, services and scope of the work required. If our proposal is accepted we/I will, after receiving the Notice of Award, enter into Contract within Two (2) days from receipt of such Notice of Award.

We/I shall commence work within seven (7) calendar days from the issuance of the Notice to Proceed and complete the works in accordance with the plans and the Bid Documents within Thirty (30) calendar days.

I understand that the Authority may order additions to or deletions from the scope of work as specified, if necessary.

Enclosed herewith are the detailed estimates and computations of the cost of all items of work enumerated above.

All provisions contained in the contract affected by the acceptance of this Proposal shall extend to and be binding upon the successors of the parties hereto.

Very truly yours,

Authorized Signatory

For : _____

Business Name of Bidder : _____

Address of Bidder : _____

Full Name of Person Signing : _____

Position/Title : _____