



Republic of the Philippines
 Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 2026-0604

Date: May 14, 2026

The **City Government of Tabaco** through its Bids and Awards Committee (BAC), intends to procure "**Job Order-Labor, Materials, Equipment Rental and Materials for the Repair/ Improvement of City Hall Offices at Tabaco City Hall Annex Building and Old Building, Quinale-Cabasan, Tabaco City**" with an Approved Budget for the Contract (ABC) amounting to **One Million, Three Hundred Forty-One Thousand, Four Hundred Twenty-Six Pesos and Eighty-Six Centavos (Php 1,341,426.86)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of RA No. 12009.

Please quote your best offer for the items described herein, subject to compliance with the **Terms and Conditions** provided in this Request for Quotation. Submit your duly signed quotation **not later than 9:00AM of May 21, 2026** at the following address:

Atty. William B. Balayo, CPA
 Chairman, Bids & Awards Committee
 LGU-Tabaco City-BAC Office,
 3rd Flr. Annex Building, Tabaco City Hall, Tabaco City

Interested supplier/service provider shall submit the following applicable documentary requirements together with their Price Quotation:

- (1) **PhilGEPS Registration Number**
- (2) **Valid Mayor's/Business Permit¹**
- (3) **BIR Certificate of Registration²**
- (4) **PCAB License (for Infra)**
- (5) **Latest Income / Business Tax returns (for ABC above 500K)**

The winning bidder, upon receipt of the Notice of Award or before the issuance of Purchase Order, shall likewise submit a **Notarized Omnibus Sworn Statement**, and if applicable, Original Notarized Secretary's Certificate in case of Corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.

Place your proposal in a sealed envelope and indicate the following details on the face of the envelope: **Company Name & Address, PhilGEPS Reference No./RFQ No., and Closing Date and Time. PLEASE NOTE THAT WE DO NOT ACCEPT BID PROPOSAL/QUOTATION SUBMITTED THROUGH E-MAIL.**

The Head of the Procuring Entity (HoPE) of the City Government of Tabaco reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

For any clarification, you may contact us at mobile no. 0929-881-0584/0995-290-8215 or email address bactabaco2025@gmail.com

DANIEL C. CONFESOR
 Chief BAC Secretariat

¹In case of recently expired Mayor's Permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.

²The line of business in the BIR Certificate of Registration and Mayor's Permit must be at least similar or related to the project/items being procured.

End-User:	City Engineering Office (CEO)	PR No.	2026-05-0695
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INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Accomplish this RFQ correctly, accurately and completely.
- 2) Do not alter the contents of this form in anyway.
- 3) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to the deadline of extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements / provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/ service provider submits a filled-out RFQ with a supporting document (i.e. a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- 4) **All mandatory technical specifications must be complied with.** Failure to comply with any of the mandatory requirements shall render the quotation ineligible/disqualified.
- 5) Quote your best offer for the item/s below. Blank item/s is not acceptable and shall render your quotation ineligible/disqualified. Choices or alternative offer is also not allowed. Indicate "0" if item is being offered for free.
- 6) **Brand and/or model of item/s offered, if applicable, shall be indicated across the applicable item. For equipment, brochure/ picture with technical specifications of offered item/s shall be submitted.**
- 7) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS & 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 initiated by you or any of your duly authorized representative/s.
- 3) Price quotation/s must be valid for a period of **ninety (90) calendar days** from the date of submission of quotation.
- 4) Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 5) Quotations exceeding the total budget per item and the Approved Budget for the Contract (ABC) shall be rejected.
- 6) Award of contract shall be made to the lowest quotation (per contract) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 7) In case two or more bidders are determined to have submitted the Lowest Calculated Quotations / Lowest Calculated and Responsive Quotation, the City Government of Tabaco 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) The goods and services shall be delivered **within 60 calendar days from the receipt of Purchase Order/Contract/Notice to Proceed.**
- 9) Item/s delivered shall be inspected on the scheduled date and time of the Property Inspector/GSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 10) Payment shall be processed only after delivery and upon the submission of the required supporting documents, in accordance with the existing government accounting rules and regulations.
- 11) 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 City Government of Tabaco may rescind 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.
- 12) The City Government of Tabaco may cancel or terminate the contract at any time in accordance with the grounds provided under RA 12009 and its IRR.
- 13) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project shall be deemed to form part of the contract.

End-
User:

City Engineering Office (CEO)

PR No.

2026-05-0695

RFQ No. 2026-0604

Date: _____

Name of the Company: _____

Address: _____

TIN: _____ PhilGEPS Registration No.: _____

PRICE QUOTATION

Atty. William B. Balayo, CPA
 Chairman, Bids & Awards Committee
 LGU-Tabaco City-BAC Office,

Dear Sir:

After having carefully read and accepted the Instructions and Terms and Conditions (Annex A) of this Request for Quotation, I/We submit our quotation/s for the item/s as follows:

End-User:	City Engineering Office (CEO)	PR No.	2026-05-0695	RFQ No. 2026-0604				
Project Name:	Job Order-Labor, Materials, Equipment Rental and Materials for the Repair/ Improvement of City Hall Offices at Tabaco City Hall Annex Building and Old Building, Quinale-Cabasan, Tabaco City			Approved Budget for the Contract (ABC) PHP 1,341,426.86				
Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price ² (VAT Inclusive)
1	JOB ORDER - Labor, Equipment Rental and Materials for the Repair / Improvement of City Hall Offices at Tabaco City Hall Annex Building and Old Building, Quinale - Cabasan, Tabaco City A. Repair of Pumphouse 1.) 2.22 cu.m., Chipping Works and Disposal of Unsuitable Materials 2.) 911.46 kgs, Steel Works 3.) 4.98 sq.m., Masonry Works 4.) 143.14 sq.m., Painting Works B. Repair of City Local Registrar 1.) 25.52 sq.m., Dismantling of Existing Ceiling 2.) 474.48 kgs, Ceiling Works 3.) 39.95 sq.m., Ceiling Works 4.) 39.95 sq.m., Painting Works C. Repair / Improvement of City Engineering Office 1.) 0.52 cu.m., Chipping Works and Disposal of Unsuitable Materials 2.) 1.44 sq.m., Tile Works 3.) 255.42 sq.m., Painting Works 4.) 1.21 sq.m., Masonry Works 5.) 1 lot, Door 6.) 1 lot, Electrical Works 7.) 162.06 sq.m., Dry Wall Partition and Ceiling Works 8.) 41.78 kgs, Steel Works D. Repair of SP Satellite Office 1.) 3.93 cu.m., Chipping Works and Disposal of Unsuitable Materials	1	lot	1,341,426.86				

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Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price ² (VAT Inclusive)
	2.) 39.27 sq.m., Tile Works 3.) 134.81 sq.m., Painting Works 4.) 0.06 sq.m., Masonry Works 5.) 2.62 sq.m., Masonry Works E. Repair of Old Vice Mayor's Office 1.) 7.77 cu.m., Chipping Works and Disposal of Unsuitable Materials 2.) 36 sq.m., Tile Works 3.) 152.09 sq.m., Painting Works 4.) 12.52 sq.m, Masonry Works 5.) 1 lot, Plumbing Works F. Repair of Old Cityhall Building 1.) 2.22 cu.m., Chipping Works 2.) 1 lot, Roofing Works A. Materials 1.) 34 kls, Welding Rod 2.) 1 set, Water Closet Flush 3.) 13 pcs, Wall Angle 0.5mm x 3.0m 4.) 4 pcs, Wall Angle 0.5mm x 3.0m 5.) 5 lit, Vulcaseal 6.0 80 pcs, Utility Screw 7.) 2 pcs, Utility Box 8.) 6 pcs, Two Gang Outlet 9.) 200 pcs, Tox and Screw 10.) 44 bag, Tile Grout 11.) 48 bag, Tile Adhesive 12.) 3 kls, Tie Wire 13.) 4 box, Texscrew (Wood) 14.) 286 pcs, Texscrew 15.) 1 roll, Teflon Tape 16.) 3 pcs, Stair Nosing 17.) 15 pcs, Square Box 18.) 1 can, Solvent Cement 19.) 5 pcs, Soft Stone 20.) 36 bag, Skim Coat 21.) 1 pc, Single Switch 22.) 2 tubes, Silicon 23.) 78 gal, Semi-Gloss Latex 24.) 42 gal, Semi-Gloss Enamel 25.) 130 pcs, Sandpaper #120 26.) 14 cu.m., Snad 27.) 15 m, Sakulin 8' 28.) 2 pcs, Rubber Matt 1.2 x 2.4m 29.) 4 pcs, Roundbar 8mm Ø x 6.0m 30.) 6 lit, Roof Sealant 31.) 1 pail, Roof Guard 32.) 62 pcs, Roller Brush with Tray							

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Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price² (VAT Inclusive)
mfc	34.) 4 pcs, Pre-Painted Gutter 0.5mm thk 35.) 4 pcs, Pre-Painted End Flashing 0.5mm thk 36.) 11 pcs, Pre-Painted Corrugated G.I. Sheet 10' Gauge 24 37.) 47 bag, Portland Cement 38.) 8 lit, Polituff 39.) 1 pc, Plain G.I. Sheet #24 40.) 2 pcs, Plain G.I. Sheet #18 41.) 67 pcs, Paint Brush 42.) 2 scht, No More Nail 43.) 1 set, Narra Door (0.7 x 2.1) with Complete Accessories 44.) 2 lit, Multipurpose Epoxy 45.) 28 pcs, Metal Trach 46.) 20 pcs, Metal Studs 47.) 220 pcs, Metal Furring Clip 48.) 50 pcs, Metal Drillbit 49.) 40 pcs, Metal Cutting Disk 50.) 60 pcs, Masking Tape 51.) 60 pcs, Log Screw 3/8" x 2' 52.) 2 set, Leverset Door Knob (Heavy Duty) 53.) 8 pcs, LED Recessed Downlight 15W 54.) 15 gal, Lacquer Thinner 55.) 2 pcs, Junctin Box 56.) 276 bft, Good Lumber 57.) 613 pcs, Blazed Ceramic Tiles 40 x 40cm 58.) 1 roll Garden Hose 1/2" Ø 59.) 39 gal, Flat Latex 60.) 3 pcs, Flat Bar (3/16" x 1-1/2" x 20') 61.) 1 set, Faucet Connector 62.) 10 pcs, Facia Board 1/2" x 12" x 8' 63.) 80 pcs, Expansion Shield 3/8" (Long) 64.) 26 gal, Epoxy Primer 65.) 3 pcs, Electrical Tape 66.) 26 pcs, Double Metal Furring 0.55 thk x 5.0m 67.) 3 set, Dead Bolt (Heavy Duty) 68.) 9 pcs, Cutting Disc (Diamond) 69.) 12 pcs, Concrete Drill Bit 70.) 40 bft, Cocolumber 71.) 1 roll, Chicken Wire 72.) 188 pcs, CHB 6" 73.) 2 pcs, Channel Bar 6" x 20' 74.) 6 pcs, Ceramic Tile 0.6 x 0.6m 75.) 12 pcs, Carrying Channel 0.8mm x 5.0m 76.) 10 pcs, C Purlins 2" x 6" x 20' 0.2mm thk							

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Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)		
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price ² (VAT Inclusive)	
	77.) 14 pcs, C Pulins 2" x 3" x 20' x 0.2mm thk 78.) 40 pcs, Bolt 3/4" x 3" 79.) 40 pcs, Bolt 3/8" x 2" 80.) 24 box, Blind Rivets 81.) 25 pcs, Black Plate 82.) 360 pcs, Black Screw 1-1/2" (Metal) 83.) 5 kgs, Assorted CWN 84.) 18 gal, Anti-Termite Solution 85.) 1 set, Angle Valve 86.) 19 pcs, Angle Bar 2" x 2" x 1/4" x 20' 87.) 14 pcs, Angle Bar 1-1/2" x 1-1/2" x 1/4" x 20' 88.) 4 gal, Acrytex Primer 89.) 63 pcs, 6" CHB 90.) 12 pcs, 5/8" Dynabolt 91.) 1 box, 2.0mm THHN Wire 92.) 3 pcs, 2" Ø PVC Pipe 93.) 6 pcs, 2" Ø PVC Elbow 94.) 23 pcs, 10mm x 6m RSB 95.) 1 roll, 10mm Double Insulation Foam 96.) 2.62 sq.m., 1/4" thk Glass 97.) 35 pcs, 1/4" Marine Plywood 98.) 2 pcs, 1/2" Ø RuPVC Electrical Conduit B. Equipment Rental 1.) 1 unit, Welding Machine (9.50 Days) 2.) 1 unit, Vacuum (10 Days) 3.) 1 unit, Service Truck (4 Days) 4.) 1 unit, Portable Breaker (12 Days) 5.) 1 unit, Grinder (10 Days) 6.) 1 unit, Cutt-Off Machine (5 Days) C. Labor (60 Days) 1.) 1 personnel, Foreman 2.) 2 personnel, Skilled Laborer 3.) 2 personnel, Common Laborer								
Total (Php)									

¹Indicate "Comply" or "Not Comply". Non-compliance with the minimum required specifications shall be rejected.

²Inclusive of all costs and applicable taxes.

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No./Email Address