

October 3, 2022

**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 **MAINTENANCE OF PMO FACILITIES, PMO BICOL, RAWIS, LEGAZPI CITY (CONTRACT NO. BCL 22-02)** 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	STORAGE ROOM	
1.01	Removal of Damaged Steel Stairs	
1.02	Replacement of Steel Stairs	
1.03	Painting of Steel Stairs	
2	PPA-PMO BUILDING	
2.01	Replacement of Ceiling at Finance Division	
2.02	Painting of Ceiling at Finance Division	
2.03	Replacement of Floor Tiles at OPM	

2.04	Installation of Sliding Window at OPM	
2.05	Repainting of Wall at OPM	
2.06	Replacement of Counter Top Cabinet	
3	<b>PM's QUARTER</b>	
3.01	Maintenance of Roofing	
<b>TOTAL ESTIMATED COST (Including VAT)</b>		
<b>AMOUNT IN WORDS:</b>		

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 seven (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 : \_\_\_\_\_