

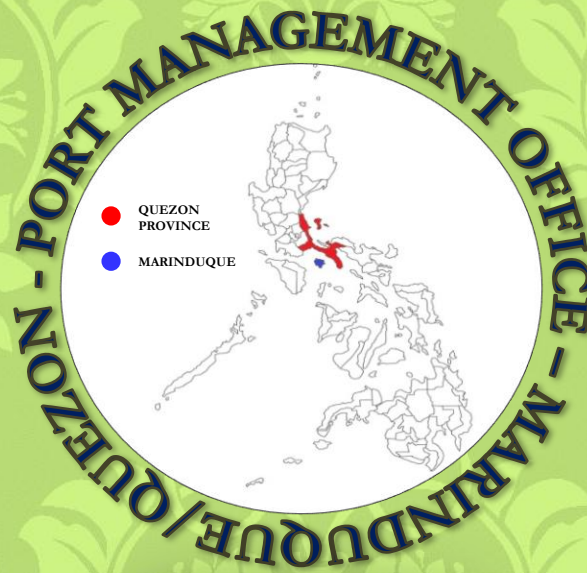


PHILIPPINE PORTS AUTHORITY

Port Management Office - Marinduque / Quezon

2/F Padillo Bldg., Quezon Avenue corner Trinidad St., Lucena City

Citizen's Charter





CITIZEN'S CHARTER OF THE PHILIPPINE PORTS AUTHORITY

INTRODUCTION



The Philippine Ports Authority (PPA) was created on July 11, 1974 with the issuance of Presidential Decree (PD) No. 505. This PD was subject of several amendments one of which is PD No. 857 which was issued on December 23, 1975. Section 6 (v) of PD No. 857 empowers the PPA “to create or alter its own organization or Port Management Unit, and staff such an organization or Port Management Unit (PMU) with appropriate and qualified personnel in accordance with what may be deemed proper or necessary to achieve the objectives of the Authority”.

The PPA Citizen’s Charter is in support of the government’s program to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices aimed at the prevention of graft and corruption in government.

The Charter is presented by Head Office and Field Office frontline services.





CITIZEN'S CHARTER OF THE PPA BACKGROUND INFORMATION



Under PD No. 505, otherwise known as the “Philippine Ports Authority Decree of 1974”, PPA is given general jurisdiction and control over all persons, groups and entities that already exist or are still being proposed to be established within the different port districts throughout the country.

PPA, in coordination with other government agencies, is also mandated to prepare and annually update a “Ten–Year Philippine Port Development Program” which shall embody the integrated plan for the development of the country’s ports and harbors.

However, recognizing the need to integrate and coordinate port planning, development, control and operations at the national level while at the same time promoting the growth of regional port bodies which may be more familiar with the peculiarities and potentials of their respective localities, PD No. 857, or the “Revised Charter of the Philippine Ports Authority”, was issued on November 16, 1978.



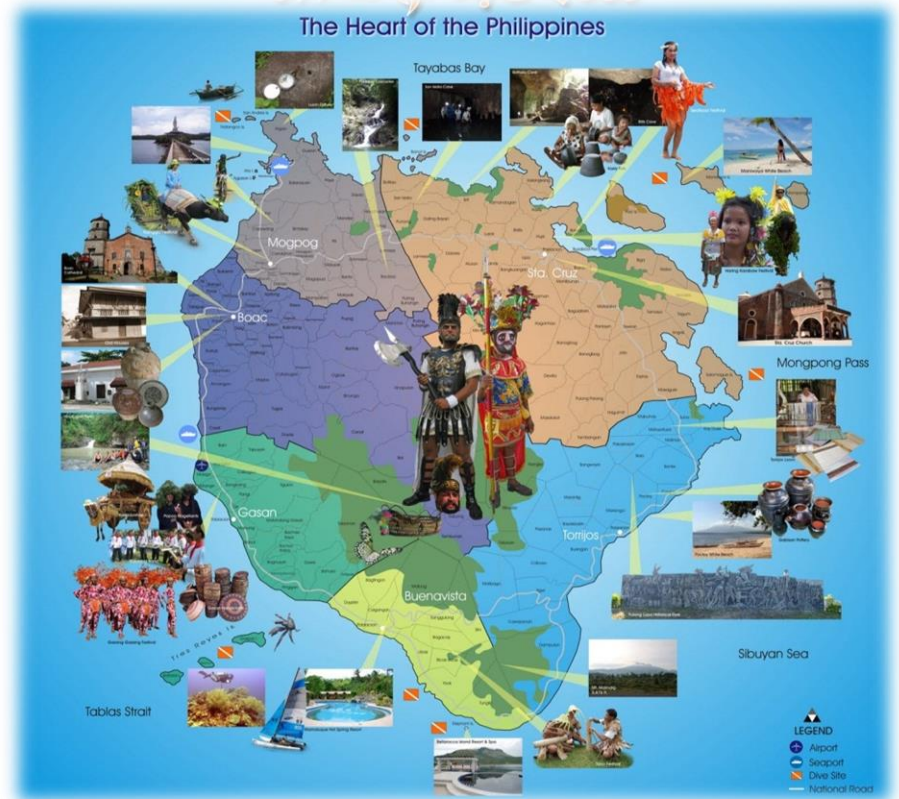


PMO - Marinduque / Quezon PROVINCE PROFILE



Marinduque is an island province of the Philippines located in Region IV-B MIMAROPA region. Its capital is the Municipality of Boac. Marinduque lies between Tayabas Bay to the north and Sibuyan Sea to the south. It is west of the Bondoc Peninsula of Quezon province; east of Mindoro Island; and north of the island province of Romblon.

MARINDUQUE





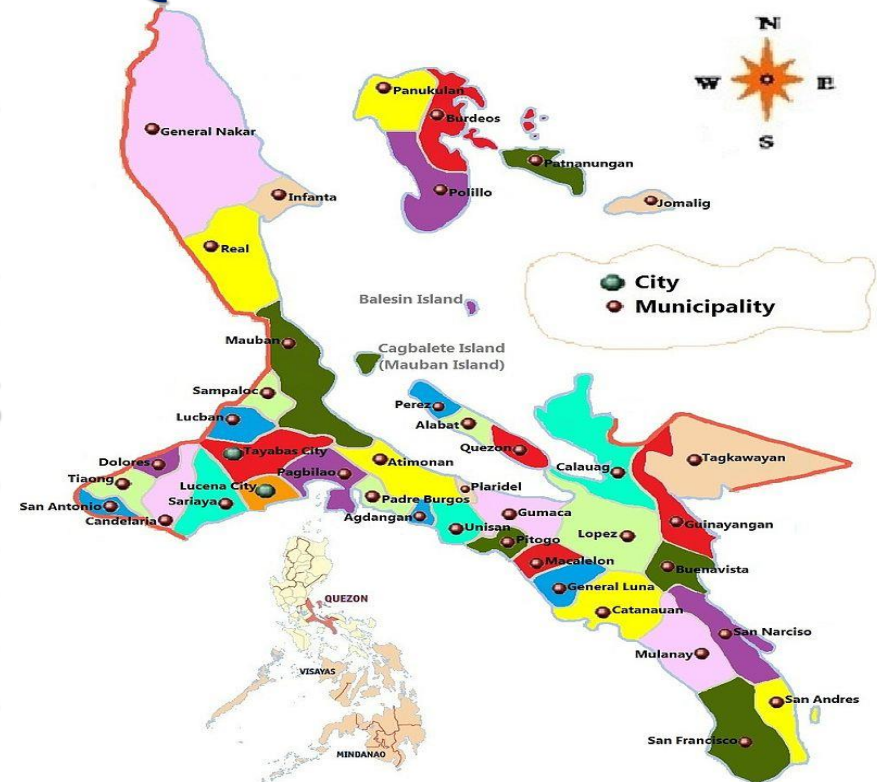
PMO - Marinduque / Quezon **PROVINCE PROFILE**



Quezon is a province of the Philippines in the CALABARZON region of Luzon island. The province was named after Manuel L. Quezon, the second President of the Philippines, and its capital is Lucena City.

Quezon is southeast of Metro Manila and is bordered by the provinces of Aurora to the north, Bulacan, Rizal Laguna and Batangas to the west and the provinces of Camarines Norte and Camarines Sur to the east. Part of Quezon lies on an isthmus connecting the Bicol Peninsula to the main part of Luzon. The province also includes the Polillio Islands in the Philippine Sea.

QUEZON PROVINCE





CITIZEN'S CHARTER OF THE PPA



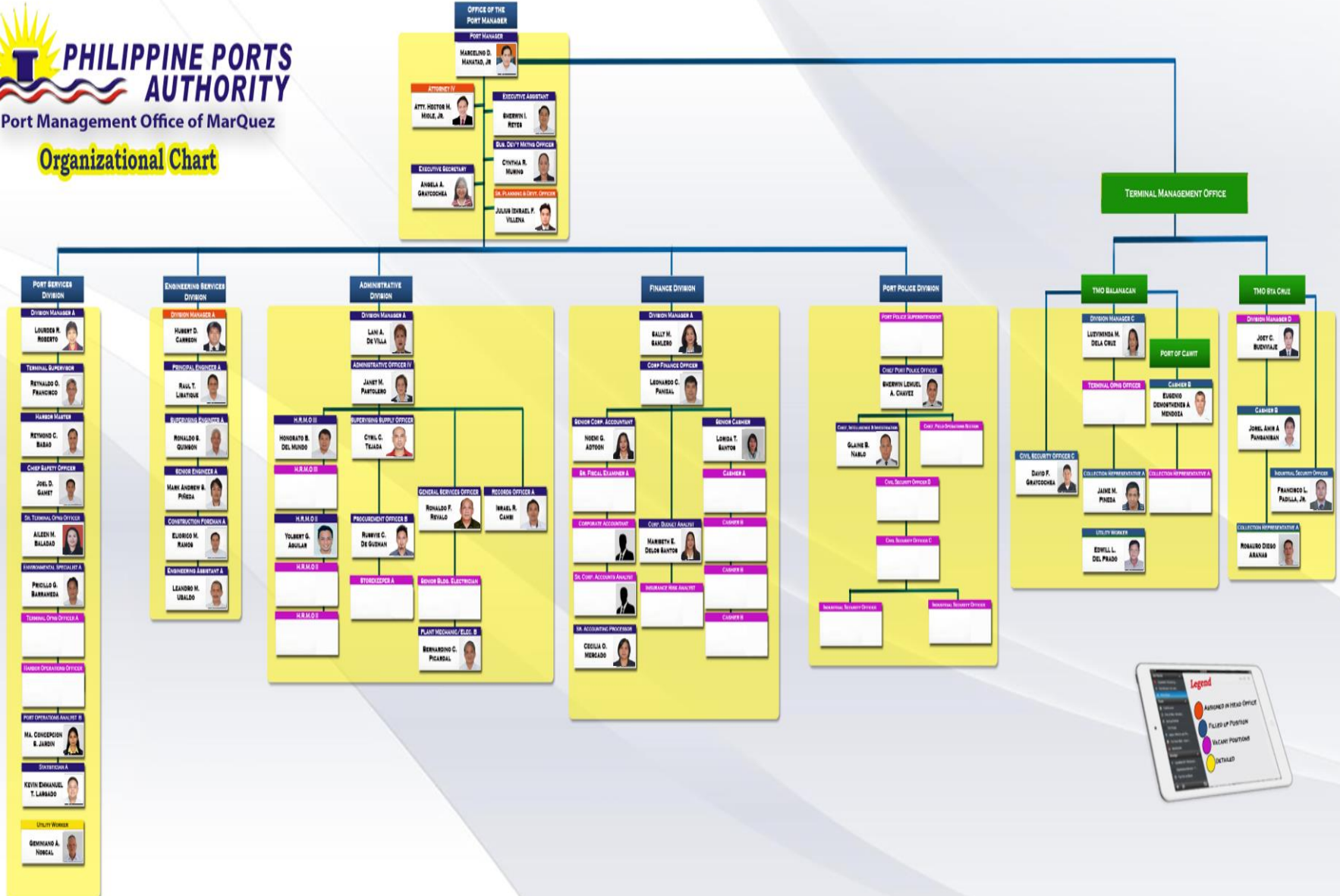
VISION

“By 2020, PPA shall have provided port services of global standards”

MISSION

- ❖ Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
- ❖ Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
- ❖ Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
- ❖ Establish a world-class port operation that is globally competitive adding value to the country's image and reputation







PMO-MARQUEZ OFFICIALS

**MARCELINO D. MANATAD, JR.**

Port Manager

Email : jun_pmanatad@yahoo.com

Tel No. : (042) 717-3289

**LOURDES R. ROBERTO**

Manager, Port Services Division

Email : ludyroberto@gmail.com

Tel No. : (042) 719-1080

**HUBERT D. CARREON**

Manager, Engineering Services Division

Email : esdpdosl@gmail.com

Tel No. : (042) 717-3287

**LANI A DE VILLA**

Manager, Administrative Division

Email : ladevilla59@yahoo.com

Tel No. : (042) 717-3287

**SALLY M. SAMLERO**

Manager, Finance Division

Email : pmomarquez.finance@gmail.com

Tel No. : (042) 717-1080



PMO-MARQUEZ OFFICIALS

**SHERWIN LEMUEL A. CHAVEZ**

Acting Station Commander, Port Police Division

Email : sherwinlemuelchavez@yahoo.com

Tel No. : (042) 710-2108

**LUZVIMINDA M. DELA CRUZ**

Manager, TMO Balanacan/Port of Cavite

Email : luzviminda@yahoo.com

Tel No. :

**JOEY C. BUENVIAJE**

Manager, TMO Sta. Cruz

Email : ppalucena@yahoo.com

Tel No. :

**REYNALDO O. FRANCISCO**

Terminal Supervisor, Baseport Lucena

Email :

Tel No. : (042) 710-2108



PORTS UNDER THE JURISDICTION OF PMO-MARINDUQUE/QUEZON



Under PMO-MarQuez four (4) ports are considered as major ports due to their vital role in transforming the socio-economic activities within their hinterlands, namely:

- **Port of Lucena**
- **Port of Balanacan**
- **Port of Cawit**
- **Port of Sta. Cruz**

Other notable ports in Marinduque/Quezon

- | | | |
|------------------------------|-------------------------------|-----------------------------|
| 1) Port of San Andres | 7) Port of Panukulan | 13) Port of Mulanay |
| 2) Port of Burdeos | 8) Port of Patnanungan | 14) Port of Pagbilao |
| 3) Port of Perez | 9) Port of Polillo | 15) Port of Cotta |
| 4) Port of Real | 10) Port of Jomalig | 16) Port of Maniwaya |
| 5) Port of Atimonan | 11) Port of Mauban | |
| 6) Port of Gumaca | 12) Port of Unisan | |



PMO-MARQUEZ PORT SYSTEM





PORT OF LUCENA



Geographical Coordinates:

13°54'13" North , 121°37'36" East



Port of Lucena is re-known as the gateway and melting port city of Southern Luzon. It is considered as one of the most important commercial and trading center of Southern Tagalog.

Berthing Facilities:

	Length (m)
RC Pier	52 x 12
RoRo Ramp	9 x 11 (3-units)
	9 x 12 (1-unit)

Storage Facilities:

General Cargo Area: 8.005 m²

Controlling water Depths: 5.00-6.00 m



Passenger Terminal Building: 1,649 sq.m

RoRo Facilities



Dampalitan Island, Padre Burgos





PORT OF BALANACAN



Geographical

Coordinates:

13° 32' 1" North ,

121° 51' 56" East



The Port of Balanacan is one of the major port of entry in the province of Marinduque, which western side of the province. It links Marinduque with to the main Island of Luzon and some island provinces in the Visayan region.

Berthing Facilities:

	Length (m)
RC Wharf	83
RoRo Ramp	9 x 11 (2-units)

Storage Facilities:

Marshalling/Cargo Area: 4,558 m²

Cargo Shed: 200 m²

Controlling water Depths: 6.50 m

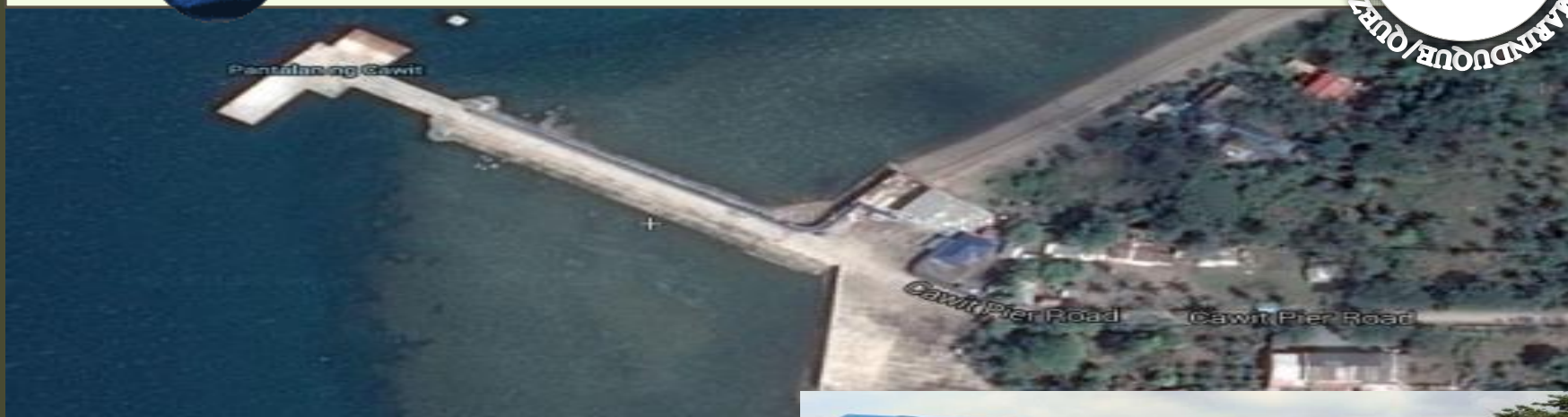


Passenger Terminal Building: 300 sq.m





PORT OF CAWIT



Berthing Facilities:

	Length (m)
RC Pier	83
RoRo Ramp	12 x 7(2-units)

Storage Facilities:

Back-up Area/Open Area: 2,545 m²

Controlling water Depths: 9-11 m



The Port of Cawit is another alternative entry point for Marinduque, aside from the Port of Balanacan and Sta. Cruz. It is located at Bgry. Cawit, Boac, Marinduque. The reinforced concrete L-shaped pier handles agricultural and marine products, consumer goods and accommodates passengers.



Boac Business District



Tres Reyes Islands



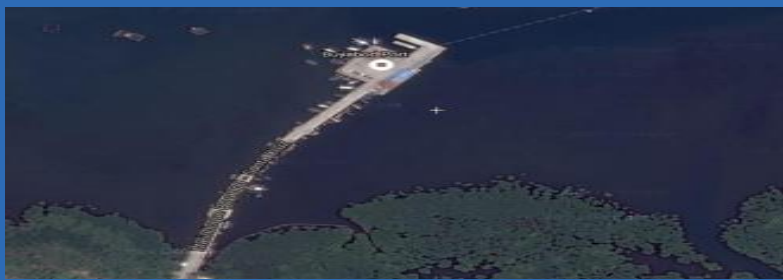
PORT OF STA. CRUZ



Geographical Coordinates:

13° 28' North , 122° 03' East

The Port of Sta. Cruz in the province of Marinduque is one of the three (3) main entry point of the province. It serves the eastern side of Marinduque catering to the towns of Sta. Cruz and Torrijos .



Maniwaya Island, Marinduque

Passenger Terminal Building



Berthing Facilities:

	Length (m)
RC Pier	70 x 9
RoRo Ramp	9 x 11 (1-units)

Storage Facilities:

Marshalling/Back-up/Open Area: 2,953 m²

Controlling water Depths: 7.00m

Poctoy Beach, Torrijos





Office of the Port Manager
FRONTLINE SERVICE:
ISSUANCE OF PERMIT TO OPERATE (PTO)



Documentary Requirements

For New Application:

- Prescribed PPA Application Form
- Customer Registration Form (CRF)
- Duly notarized Omnibus Undertaking
- Specific area of operations with sketch

For Renewal Application

- Prescribed PPA Application Form
- Duly notarized Omnibus Undertaking

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES	FORMS
1	Secure application form and submit to PMO the duly filled up form	Issue application form/Receive duly filled up application form	3 mins.	BDMO	None	Application Form
2	Submit documentary requirements for evaluation	Evaluate documentary requirements. If complete, assessment form will be issued for the payment of annual ancillary service fee	30 mins.	BDMO	None	Assessment Form
3	Wait for the approval of the Permit to Operate	Forward PTO to PSD Manager for endorsement Forward PTO to Port Manager for approval	30 mins.	PSD Manager Port Manager	None	Permit to Operate
4	Proceed to the Cashier's Office to pay the annual ancillary service fee and other admin fees, if required	Receive payment of ancillary service fee per Official Receipt of PPA	10 mins.	Cashier	Prescribed fee/s + 12% VAT	Official Receipt
5	Submit copy of O.R.	Check payment of ancillary service fee, and other required fees. Encode applicant's profile in PTO Form and print for applicant's signature	15 mins.	BDMO	None	Official Receipt
6	Receive approved Permit to Operate	Release approved Permit to Operate	5 mins.	BDMO	None	Approved Permit to Operate



Office of the Port Manager
FRONTLINE SERVICE:
ISSUANCE OF PERMIT TO OPERATE (PTO)



PPA Memorandum Circular No. 02-2015

Applicable fees to be collected by PPA for the issuance of Permit to Operate to service providers

	Fees	12% VAT	Sub-Total
Annual Regulatory Fee	₱3,240.00	₱388.80	₱3,628.80
Permit Fee	₱ 650.00	₱ 78.00	₱ 728.00
		TOTAL	₱4,356.80



Port Police Division

FRONTLINE SERVICE:

ISSUANCE OF PERMIT TO OPERATE (PTO) TRUCKING SERVICES-ANNUAL VEHICLE PASS



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES	FORMS
7	Submit photocopy of the PTO, Official Receipt and Certificate of Registration of vehicle the applicant intend to be issued with the annual Vehicle Pass Fee and list of employee for the issuance of Access Pass ID	Evaluate documentary requirements submitted by the applicant, if complete, assessment form will be issued for the payment of Annual Vehicle Pass and Access Pass ID	10 mins.	Chief, Operations Section, PPD	For Annual Vehicle Pass: P100.00 (for cargo vehicle), P50.00 (for non-cargo vehicle) plus 12% VAT For Access Pass ID: P50.00 plus 12% VAT	Assessment Form
8	Proceed to the Cashier's Office to pay the Annual Vehicle Pass and Access Pass ID fees	Check payment/a per Official Receipt of PPA	20 mins.	Chief, Operations Section, PPD	None	None
9	Receive Vehicle Pass Sticker and Access Pass ID	Release Vehicle Pass Sticker and Access Pass ID	5 mins.	Chief, Operations Section, PPD	None	Vehicle Pass Sticker and Access Pass ID



Port Police Division

FRONTLINE SERVICE:

**ISSUANCE OF PERMIT TO OPERATE (PTO)
TRUCKING SERVICES-ANNUAL VEHICLE PASS**



PPA Administrative Order No. 02-2011

Prescribed fees for pass control system and access regulations

	Fees	12% VAT	Total
Temporary Port User's ID/Pass	₱5.00	₱0.60	₱5.60
Temporary Vehicle Pass	₱10.00	₱1.20	₱11.20
Annual Port User's ID/Pass	₱50.00	₱6.00	₱56.00
Annual Vehicle Sticker/Pass (Non-cargo/light vehicle)	₱75.00	₱9.00	₱84.00
Annual Vehicle Sticker/Pass (Cargo Vehicle/Truck)	₱100.00	₱12.00	₱112.00



Office of the Port Manager

FRONTLINE SERVICE:
ISSUANCE OF PERMIT TO OCCUPY (PTOC)



Documentary Requirements:

- Prescribed PPA Application Form
- Customer Registration Form (CRF)
- Duly notarized Omnibus Undertaking

Additional Documents:

- Business Plan/Project Brief
- Architectural Plan/Layout Plan
- Secretary's Certificate/Affidavit Authorizing Representative to enter into contract with the Authority

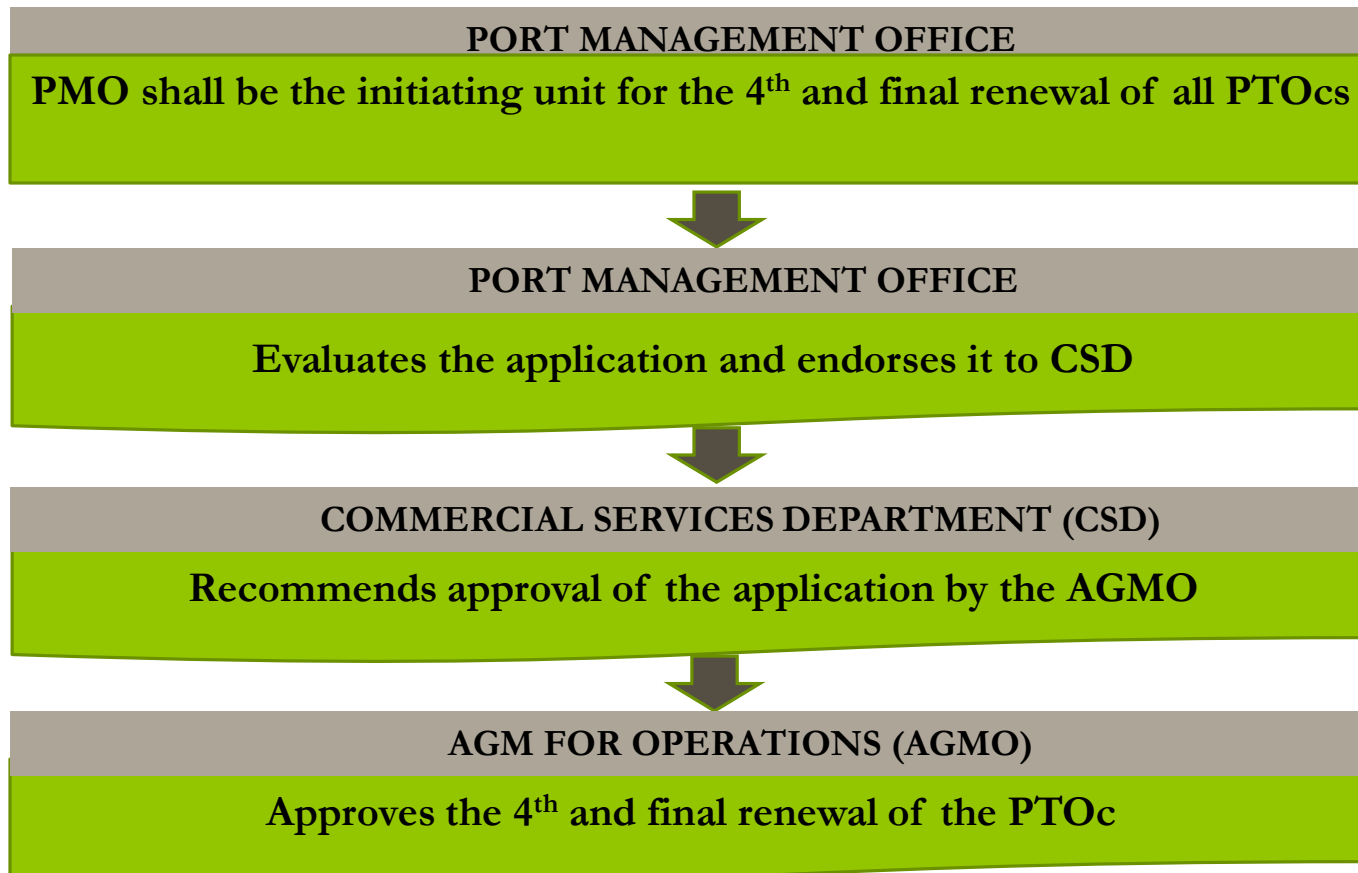
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES	FORMS
1	Submit letter of intent to lease	Check the area applied for according to type of property, area size, utilization of the area in accordance with PLOP	15 mins.	TS	None	
2	Submit lease application form	Evaluate documentary requirements. If complete, assessment form will be issued for the payment of computed rental: 2 months deposit and 1 month advance for new applicant	30 mins.	BDMO	None	Order of Payment
3	Wait for the approval of the Permit to Occupy	Forward PTOc to PSD Manager for endorsement and forward the same to the Port Manager for approval	30 mins.	PSD Manager Port Manager	None	Permit to Occupy
4	Proceed to the Cashier's Office to pay the computed rental	Receive payment of computed rental per Official Receipt of PPA	15 mins.	Cashier	Prescribed fee/s + 12% VAT	Official Receipt
5	Submit copy of O.R.	Check payment of computed rental. Encode applicant's profile in PTOc Form and print for applicant's signature	30 mins.	BDMO	None	Official Receipt
6	Receive approved Permit to Occupy	Release approved Permit to Occupy	5 mins.	BDMO	None	Approved PTOc



Office of the Port Manager
FRONTLINE SERVICE:
ISSUANCE OF PERMIT TO OCCUPY (PTOC)



4th and FINAL RENEWAL





Port Services Division

FRONTLINE SERVICE: WITHDRAWAL/LOADING OF CARGOES FROM/INTO A VESSEL



Schedule of Availability of Service: 24/7

Frontline Service: Withdrawal of Breakbulk/Bulk/Loose Cargoes From a Vessel

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES	FORMS
1	Submit Bill of Lading (BL) and/or Arrastre/Stevedoring Receipt, Withholding Tax Certificate and other required documents	Issue Computation Sheet (CS)	3 - 5 mins.	Duty Officer		
2	Proceed to Cashier's Office for payment	Receive payment and issue Official Receipt (OR)	3 – 5 mins.	Sr. Cashier/ Cashier/Collecting Officer		
3	Present O.R. to Guard-On-Duty	Check/verify payment and order release of cargo/es	1 min.	Guard-On-Duty		

Frontline Service: Loading of Breakbulk/Bulk/Loose Cargoes Into a Vessel

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES	FORMS
1	Submit Bill of Lading (BL) and/or Arrastre/Stevedoring Receipt, Withholding Tax Certificate and other required documents	Issue Computation Sheet (CS)	3 - 5 mins.	Sr. Terminal Operations Officer (STOO)/ Terminal Operations Officer (TOO)		
2	Proceed to Cashier's Office for payment	Receive payment and issue Official Receipt (OR)	3 – 5 mins.	Sr. Cashier/ Cashier/Collecting Officer		
3	Present O.R. to Guard-On-Duty	Check/verify payment and order release of cargo/es	1 min.	Guard-On-Duty		



Port Services Division
FRONTLINE SERVICE:
ENTRANCE FORMALITIES
TMOS BALANACAN, STA. CRUZ & CAWIT



STEP 1

The Shipping Agent/Clearing Officer presents its roll book and advised to record in TMO's Logbook
Submits copy of PPA Outward Coasting Manifest from the last port of call duly stamped cleared, Master's Oath of Safe Departure stamped by PCG, 3 sets of Coasting/Passenger Manifest and Crew List.



STEP 2

The Shipping Agent/Clearing Officer fills up Vessel Information Sheet (VIS).



STEP 3

The PPA Duty Officer verifies the completeness/accuracy of the required information.



STEP 4

The Shipping Agent/Clearing Officer reports to the PPA Duty Officer after the loading of cargoes and/or rolling cargoes.



STEP 5

The PPA Duty Officer ensures that corresponding charges had been assessed, invoiced and collected before loading/unloading of cargoes

Maximum time needed: 15 minutes



Port Services Division
FRONTLINE SERVICE:
CLEARANCE FORMALITIES
TMOS BALANACAN, STA. CRUZ & CAWIT



STEP 1

Shipping Agent/Clearing Officer signifies intention to clear the vessel.
Updates the VIS previously accomplished during entrance and presents the following documents

- 3 sets of outward/coasting/passenger manifests
- Manifest/crew list duly subscribed by the Vessel Master
- Outgoing Master's Oath of Safe Departure duly noted by PCG



STEP 2

Shipping Agent/Clearing Officer pays corresponding charges to PPA Duty Officer who shall issue Official Receipts for payment of charges against vessel and cargoes



STEP 3

PPA Duty Officer stamps cleared at the Vessel's Roll Book and Outgoing Manifests



STEP 4

Shipping Agent/Clearing Officer signs out on PPA Logbook.

Maximum time needed: 10 minutes



Port Services Division
FRONTLINE SERVICE:
CARGO LOADING/WITHDRAWAL FLOW
TMOS BALANACAN, STA. CRUZ & CAWIT



STEP 1

Shipper/Consignee presents assessment from issued Cargo Handling Operator to PPA Duty Officer/Collector of the day.



STEP 2

PPA Duty Officer/Collector verifies completeness of Assessment Form



STEP 3

PPA Collector issues Official Receipt corresponding to the amount indicated in the Assessment Form issued by Cargo Handling Operator



STEP 4

Shipper/Consignee proceeds to Vessel/Shipping Company to effect Cargo/Van loading or withdrawal.

Maximum time needed: 10 minutes



Administrative Division - Personnel Services
FRONTLINE SERVICE:
RECEIVING OF INCOMING COMMUNICATIONS



1 SERVICE TITLE

RECEIVING OF INCOMING COMMUNICATIONS

OFFICE ADDRESS :

Philippine Ports Authority
Port Management Office of Marinduque/Quezon
2/f Padillo Bldg. Quezon Ave. cor. Trinidad St., Lucena City

Telephone Numbers: (042) 717-3287/717-3289

Email Address: pmomarquez@ppa.com.ph

SERVICE DESCRIPTION :

Incoming Letters/Communications for Data, Queries, Foreshore Clearance, Use of PPA Grounds/Facilities, Field Trips, Invitations for Meetings/Conferences/Seminars, etc.

WHO MUST AVAIL OF THE SERVICE :

All government/private agencies, port users, shipping lines and other customers.

REQUIREMENTS :

Letters/Requests/Email

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

None



Administrative Division - Personnel Services

FRONTLINE SERVICE:
RECEIVING OF INCOMING COMMUNICATIONS



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Presents letter/communications to the Records Officer	Reads/receives the letter/communication	1 minute	Records Officer	None	None	Letter Received
2	Gets file copy	Stamped "Received", scanned and entered into the database (DTS)	2 minutes	Records Officer	None	None	Letter Stamped "Received" and CFU copy
3		Forwards communications to the OPM Staff	1 minute	Records Officer	None	None	Routing Slip duplicate copy received
4		Acted communication/s routed to concerned Division/s	1 minute	Excutive Secretary	None	None	Routing Slip duplicate copy received



Administrative Division - Personnel Services
FRONTLINE SERVICE:
RECEIVING OF INTER-OFFICE COMMUNICATIONS



2 SERVICE TITLE

RECEIVING OF INTER-OFFICE COMMUNICATIONS

SERVICE DESCRIPTION :

Receiving of PPA Unnumbered Memorandum, Special Orders, Memorandum Circulars/Orders, Operations Memorandum Orders, Administrative Circulars/Orders, Finance Memorandum Orders, Letter/Requests, ATPs JVs, NBAs, SNAOBs.

WHO MUST AVAIL OF THE SERVICE :

PPA PMO Marinduque/Quezon from different Divisions/Sections.

REQUIREMENTS :

Special Orders, Travel Orders, Unnumbered Memorandum Invitations and Programs.

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

None



Administrative Division - Personnel Services
FRONTLINE SERVICE:
RECEIVING OF INTER-OFFICE COMMUNICATIONS



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Office of the Port Manager	Received Special/Travel Orders, Unnumbered Memo's	1 minute	Records Officer	None	None	SO's / TO's / Unnumbered Memo's signed
2		Assigned numbers all approved SO's / TO's / Unnumbered Memo's	2 minutes	Records Officer	None	None	Recorded to corresponding logbook
3		Central File Unit (CFU) disseminates copies to concerned Division/Personnel	2 minutes	Records Officer	None	None	SO's / TO's / Unnumbered Memo's received



Administrative Division - Personnel Services
FRONTLINE SERVICE:
**MAILING/DISPATCHING OF OUTGOING
COMMUNICATIONS**



3 SERVICE TITLE

MAILING/DISPATCHING OF OUTGOING COMMUNICATIONS

SERVICE DESCRIPTION :

Mailing/Dispatching of Monthly/Quarterly/Annual Reports, Letter Requests, Queries to PPA Head Office, TMO's, Other PMO's, governments agencies, private agencies and other customers.

WHO MUST AVAIL OF THE SERVICE :

Couriers such as LBC, Postal Services from the Philippine Postal Corporation.

REQUIREMENTS :

Monthly/Quarterly/Annual Reports, Letter Requests, Queries to PPA Head Office, TMO's, Other PMO's, governments agencies, private agencies and other customers.

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

None



Administrative Division - Personnel Services
 FRONTLINE SERVICE:
**MAILING/DISPATCHING OF OUTGOING
 COMMUNICATIONS**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Concerned Division	Receives various communications for mailing	3 minutes	Records Officer	None	None	Communications Stamped "Dispatched"
2		Segregates the communications to different addresses	2 minutes	Records Officer	None	None	Communications placed in Pouches
3		Signs Airway Bill	2 minutes	Records Officer	Airway Bill	Small Pouch = P105.00; Med Pouch = 175.00	Signed Airway Bill Filed



Administrative Division - Personnel Services
FRONTLINE SERVICE:
**PREPARATION OF PURCHASE REQUESTS, REQUEST FOR
PRICE QUOTATIONS, ABSTRACT FOR PRICE
QUOTATIONS, PURCHASE ORDERS**



4 SERVICE TITLE

PREPARATION OF PURCHASE REQUESTS, REQUEST FOR PRICE QUOTATIONS, ABSTRACT FOR PRICE QUOTATIONS, PURCHASE ORDERS.

OFFICE ADDRESS :

Philippine Ports Authority
Port Management Office of Marinduque/Quezon
2/f Padillo Bldg. Quezon Ave. cor. Trinidad St., Lucena City

Telephone Numbers: (042) 717-3287/717-3289

Email Address: pmomarquez@ppa.com.ph

SERVICE DESCRIPTION :

Receiving of Purchase Request (PR) for the requisitions of construction materials, office supplies, vehicle parts, various repairs of equipment, fuel and oil consumption.

WHO MUST AVAIL OF THE SERVICE :

Division/Section Chief concerned.

REQUIREMENTS :

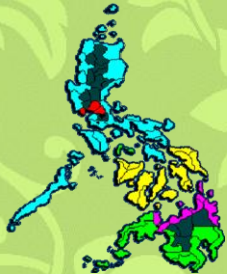
Purchase Request (PR)

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

None



Administrative Division - Personnel Services
FRONTLINE SERVICE:
**PREPARATION OF PURCHASE REQUESTS, REQUEST FOR
PRICE QUOTATIONS, ABSTRACT FOR PRICE
QUOTATIONS, PURCHASE ORDERS**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Presents Purchase Request (PR)	Prepares and generates PR in the system "ORACLE" with system generated PR number, signed by the Division/Section Head	3 minutes	ADM / ESD / PSD / FIN/ PPD	Purchase Request (PR)	None	None
2		Receives PR for approval	3 minutes	Executive Assistant A / Port Manager	Purchase Request (PR)	None	None
3	Preparation of Request for Price Quotation	Receives approved PR and prepares Request for Price Quotations (RFPQ) in three (3) sets for canvassing	5 minutes	Procurement Officer	RFPQ	None	None
4		Serves RFPQ to three (3) bonafide and reputable suppliers/bidders	1 hour	Procurement Officer	RFPQ	None	None
5	Submission of Request for Price Quotation	Submits sealed RFPQ to BAC Secretariat or supplier requests canvasser to pick sealed RFPQ	1 hour	Supplier / Procurement Officer	RFPQ	None	None
6		Receives sealed RFPQ to BAC	5 minutes	BAC Secretariat	RFPQ	None	None
7	Preparation of Abstract for Price Quotation (AFPQ)	Opens & signs sealed RFPQ, evaluates, determines & recommends lowest and responsive supplier/bidder	5 minutes	BAC Secretariat	AFPQ	None	None
8		Prepares AFPQ and signed same	3 minutes	BAC Secretariat / BAC Members / TWG Members	AFPQ	None	None



Administrative Division - Personnel Services
FRONTLINE SERVICE:
**PREPARATION OF PURCHASE REQUESTS, REQUEST FOR
PRICE QUOTATIONS, ABSTRACT FOR PRICE
QUOTATIONS, PURCHASE ORDERS**



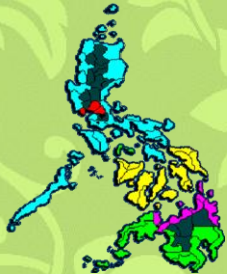
STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
9	Preparation of Purchase Order (PO)	Receives signed AFPQ, prepares Purchase Order (PO) encodes price, quantity, supplier's name and account code of materials, and generates PO in the system	15 minutes	Sr. Supply Officer / Procurement Officer	PO	None	None
10		Forwards PO to Finance Section for budget allocation and certification of funds availability	15 minutes	Fiscal Examiner / Finance Services Chief	PO	None	None
11		Forwards PO to Admin Manager for recommending approval	3 minutes	ADM Manager	PO	None	None
12		Endorses PO to the Port Manager for approval	3 minutes	Port Manager / Executive Assistant	PO	None	None
13	Serves/delivery of Purchase Order (PO)	Receives approved PO and serves same to winning supplier/bidder for conformation	15 minutes	Sr. Supply Officer / Procurement Officer	PO	None	None
14		Submits to resident COA copy of PO within 5 days from receipt of the original PO stamp received by COA	3 minutes	Sr. Supply Officer / Procurement Officer	PO	None	None
15	Delivery of Supplies	Winning supplier/bidder delivers supply per approved PO	15 minutes	Supplier / Bidder	PO	None	None
16		Receives checks/verifies the quantity & quality of supplies/ items in conformity of PO	5 minutes	Sr. Supply Officer / Technical Inspector	Charge Invoice / Delivery Receipt	None	None



Administrative Division - Personnel Services
FRONTLINE SERVICE:
**PREPARATION OF PURCHASE REQUESTS, REQUEST FOR
PRICE QUOTATIONS, ABSTRACT FOR PRICE
QUOTATIONS, PURCHASE ORDERS**



STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCE	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
17	Issuance of Inspection and Acceptance Report (IAR)	Prepares/generates and signs the Inspection and Acceptance Report	5 minutes	Sr. Supply Officer / Technical Inspector	IAR	None	None
18	Preparation of Disbursement Voucher (DV) and Budget Utilization Report	Submits generated DV and BUR with complete supporting docs (PR, RFPQ, AFPQ, PO, NOE, IAR, Charge Invoice)	3 minutes	Sr. Supply Officer / Procurement Officer	DV / BUR	Based on assessed amount	None
19	Validate DV, BUR and generates JES for approval	Receives DV & BUR for clarification and generate Journal Entry Sheet (JES) for approval	5 minutes	Fiscal Examiner / Sr. CAA / Finance Services Chief	DV / BUR / JES	None	None
20		Signed DV and forwards same to the Disbursement Officer (DO)	3 minutes	Finance Manager	DV / BUR / JES	None	None
21	Preparation of Checks	Issues Checks to the winning supplier with the corresponding amount and forwards to Admin Manager for signature	3 minutes	Sr. Cashier / Disbursement Office	Check	Based on assessed amount	None
22		Signed checks and forwards same to the Port Manager for counter signature	1 minute	Finance Manager	Check	None	None
23		Countersigned checks and forwards to the DO	3 minutes	Port Manager	Check	None	None
24		Receives signed checks and informs supplier for pick-up of payments	15 minutes	Sr. Cashier / Disbursement Office	Official Receipt (OR)	None	None



Engineering Services Division

FRONTLINE SERVICE:

ISSUANCE OF CLEARANCE FOR FORESHORE LEASE APPLICATIONS (FLA), MISCELLANEOUS LEASE APPLICATION (MLA), MISCELLANEOUS SALES APPLICATIONS (MSA)



1 SERVICE TITLE

ISSUANCE OF CLEARANCE FOR FORESHORE LEASE APPLICATIONS (FLA), MISCELLANEOUS LEASE APPLICATIONS (MLA), MISCELLANEOUS SALES APPLICATIONS (MSA).

OFFICE ADDRESS :

Philippine Ports Authority
Port Management Office of Marinduque/Quezon
PMO Address

Telephone Numbers:

Fax Number:

Email Address:

SERVICE DESCRIPTION :

As per PD 857 - The Revised Charter of the Philippine Ports Authority, PMO Memo Circular No. 30-2004 and DENR DAO 2004-24, Clearance for the Development of any Foreshore Lease is required from concerned government agencies including the Philippine Ports Authority that the foreshore area is not needed for port development.

WHO MUST AVAIL OF THE SERVICE :

Persons who wish to use and develop any foreshore area within the jurisdiction of the Port Management Office of Marinduque/Quezon, specifically from the province of Quezon in the CALABARZON region including the Polillo Group of Island to the island province of Marinduque located in MIMAROPA (Region IV-B) Region.

REQUIREMENTS :

- Endorsement from the DENR-CENRO for the FLA Application
- Survey Plan of the land applied for;
- Location Plan of the land, and
- Vicinity Map

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

	Certification Fee
Port Related -	Php1000.00 + 12% VAT = Php1,120.00
Non - Port Related -	Php500.00 + 12% VAT = Php560.00



Engineering Services Division
FRONTLINE SERVICE:
ISSUANCE OF CLEARANCE FOR FORESHORE LEASE APPLICATIONS (FLA), MISCELLANEOUS LEASE APPLICATION (MLA), MISCELLANEOUS SALES APPLICATIONS (MSA)



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCE	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Proceed to PMO Records Officer and submit DENR Endorsement, requirements for FLA Clearance	Records Section receives documents and forward application to the Office of the Port Manager	3 minutes	Records Officer	None	None	Letter Received
2		Office of the Port Manager initially process letter request and forwards to Engineering Services Division for verification/processing	15 minutes	Executive Assistant A	None	None	File request
3		ESD conducts verification and site inspection, then prepares and submits draft letter for endorsement to DENR-CENRO	2 days	ESD Manager / Principal Engineer A / Supervising Engineer A / Representative	None	None	File Doc's
4	Proceed to Cashier and pay application/processing fee	Cashier receives payment of certification fee, and issues Official Receipt	10 minutes	Collection Officer On Duty	Certification	Non-Port related = P560.00; Port related = P1,120.00	File Doc's
5		Port Manager review draft endorsement for corrections and forward back to ESD for finalization of the draft endorsement	15 minutes	Port Manager A / Executive Assistant	None	None	File Doc's
6	Proceed to ESD and receives copy of the certification	ESD issues copy of certification	5 minutes	ESD Manager / Representative	None	None	File Doc's



Engineering Services Division
FRONTLINE SERVICE:
**APPLICATION FOR CLEARANCE TO DEVELOP A
PRIVATE PORT**



2 SERVICE TITLE

APPLICATION OF CLEARANCE TO DEVELOP A PRIVATE PORT

SERVICE DESCRIPTION :

As per PD 857 – The Revised Charter of the Philippine Ports Authority and PPA Administrative Order No. 06-95, Clearance to Develop a Private Port is required to regulate the development, constructions and operation of all other ports. Including Private Ports.

WHO MUST AVAIL OF THE SERVICE :

Person/s or parties seeking for clearance to develop any port facility.

REQUIREMENTS :

Submit three (3) folders, each containing the following documents:

1. Three (3) copies of letter-proposal to develop a port, specifying the exact location of the foreshore area, area size, intended use/purpose of the facility proposed, contract term/duration, proposed structure to be put-up, estimated cost of improvements.
2. A summary of the projects scope and description.
3. A copy of the company profile.
4. Two (2) copies of vicinity map showing the location of the proposed port facility relative to the foreshore site reclaimed land or private lands and to the nearest government port.
5. DENR/PPA Documentary requirements.

For Private Ports facilities constructed on foreshore area:

- 5.1 Two (2) copies of DENR – Issued Foreshore Lease Contract or at least a certified "Received" application for a foreshore lease permit;
- 5.2 A copy of the PPA Certificate that the applied area is not a part of the PPA Development Plans;

For anchorage-based facilities such as mooring buoys, breasting dolphins, concrete jetties and similar berthing or mooring facilities:

- 5.3 Two (2) copies of PPA Port Manager certification that the structure will not pose hazard to navigation.

For private port facilities constructed along the river banks:

- 5.4 Two (2) certified true copies of land titles;

For private port facilities constructed on reclaimed lands:

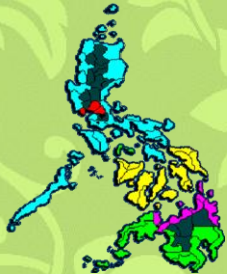
- 5.5 Two (2) certified true copies of land titles;
6. One (1) photocopy of Securities and Exchange Commission Registration Permit;
7. One (1) photocopy of Articles of Incorporation and By-laws, and
8. Environmental Clearance Certificate.

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

None



Engineering Services Division
FRONTLINE SERVICE:
**APPLICATION FOR CLEARANCE TO DEVELOP A
PRIVATE PORT**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCE	PERSON/S IN CHARGE	FORMS	FEE'S	OUTPUT FROM THE SERVICE PROVIDER
1	Proceed to PMO Records Section and submits three (3) folders of requirements	Records section receives letter request and routes to the office of the Port Manager	5 minutes	Records Officer	None	None	File Doc's
2		Office of the Port Manager initially processes application and forwards to Engineering Service Division for verification/processing	15 minutes	Port Manager A / Executive Assistant A	None	None	File Doc's
3		ESD conducts site verification/inspection, evaluation and submits technical report of findings to the Port Manager	5 days	ESD Manager / Principal Engineer A / Supervising Engineer A / Representative	None	None	Requests filed
4		Port Manager evaluates ESD technical report and approve	1 day	Port Manager A / Executive Assistant A	None	None	File Doc's



Engineering Services Division
FRONTLINE SERVICE:
**APPLICATION FOR PERMIT TO CONSTRUCT A
PRIVATE PORT**



3 SERVICE TITLE

APPLICATION FOR THE PERMIT TO CONSTRUCT A PRIVATE PORT

SERVICE DESCRIPTION :

As per PD 857 - The Revised Charter of the Philippine Ports Authority and PPA Administrative Order No. 06-95, a permit to construct private port is required to regulate the development, constructions and operation of all other ports, including private ports.

WHO MUST AVAIL OF THE SERVICE :

Person/s or parties seeking for clearance to construct any port facility.

REQUIREMENTS :

Submit three (3) folders, each containing the following documents:

1. Three (3) copies of duly accomplished Application for Permit to Construct;
2. Three (3) copies of the detailed cost estimates, building plans and other technical specifications and design computation;
3. Three (3) copies of working drawings duly signed by a licensed Civil Engineer with PTR#, date of issue, TIN, and dry seal;
4. One (1) copy of the letter advice of clearance to develop a Private Port from PPA Commercial Services Department, and
5. One (1) copy of the Approved Foreshore Lease Contract.

SCHEDULE OF AVAILABILITY OF THE SERVICE :

Monday to Friday, 8:00 A.M. to 5:00 P.M.

FEES :

Project Cost

Permit Fee

For Private Non-Commercial Port

Below P10 Million
P10 Million and Above

P20,000.00 + VAT
P30,000.00 plus 1/10% of 1% of the excess
of P10 Million but not to exceed
P100,000.00 + VAT

For Private Commercial Port

Below P10 Million
P10 Million and Above

P60,000.00 + VAT
P80,000.00 plus 1/10% of 1% of the excess
of P10 Million but not to exceed
P100,000.00 + VAT

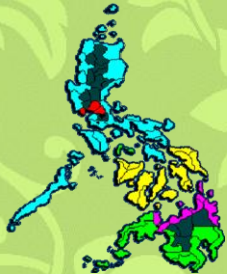


Engineering Services Division
 FRONTLINE SERVICE:
**APPLICATION FOR PERMIT TO CONSTRUCT A
 PRIVATE PORT**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCE	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Proceed to PMO Records Section and submits three (3) folders of requirements	Records section receives letter request and routes to the office of the Port Manager	5 minutes	Records Officer	None	None	File Doc's
2		Office of the Port Manager initially processes application and routes to Engineering Service Division for evaluation	1 day	Port Manager A / Executive Assistant A	None	None	File Doc's
3		ESD evaluates and process application, and submits findings to the Port Manager	3 days	ESD Manager / Principal Engineer A / Supervising Engineer A / Representative	None	None	File Doc's
4		Port Manager evaluates findings from ESD and approve	1 day	Port Manager A / Executive Assistant A	None	None	File Doc's



Engineering Services Division
FRONTLINE SERVICE:
**APPLICATION FOR A CERTIFICATE OF
REGISTRATION/PERMIT TO OPERATE A PRIVATE PORT**



4 SERVICE TITLE

**APPLICATION FOR A CERTIFICATION OF REGISTRATION / PERMIT TO
OPERATE A PRIVATE PORT**

SERVICE DESCRIPTION :

As per PD 857 - The Revised Charter of the Philippine Ports Authority and PPA Administrative Order No. 06-95, a Certificate of Registration and to operate a Private Port is required to regulate the development, constructions and operation of all other ports, including private ports.

WHO MUST AVAIL OF THE SERVICE :

Private Ports Investors who have satisfactory established new port infrastructure in accordance to PPA Administrative Order No. 06-95.

REQUIREMENTS :

To be submitted in a folder with following documents:

A. For newly-constructed ports:

1. One (1) copy of duly accomplished Application form for Registration;
2. Duly accomplished Project Completion Report form;
3. One (1) photocopy of approved Foreshore Lease Contract (FLC);
4. For private port facilities along the river bank, one (1) photocopy of transfer of title (TCT);
5. One (1) photocopy of approved;
6. PPA PMO Certification that applicant has no outstanding obligations with PPA;
7. Certificate of structure safety, soundness, stability and integrity of the facility, signed and sealed by a license Structural/Civil Engineer.

B. For existing private ports with temporary certificate of registration, permit to operate private port facility:

1. Letter-request for conversion of temporary registration/operating permit to permanent one;
2. One (1) photocopy of SEC Registration Permit;
3. One (1) photocopy of Articles of Incorporation and By-Laws;
4. Duly accomplished Project Completion Report Form;
5. One (1) photocopy of the approves Foreshore Lease Contract (FLC);
6. For private facilities along river bank, One (1) photocopy of Transfer Certificate of Title (TCT);
7. PPA PMO Certification that applicant has no outstanding obligations with PPA;
8. Certificate of structural safety, soundness, stability and integrity of the facility, signed and sealed by a license Structural/Civil Engineer.



Engineering Services Division
FRONTLINE SERVICE:
**APPLICATION FOR A CERTIFICATE OF
REGISTRATION/PERMIT TO OPERATE A PRIVATE PORT**



C. For existing ports without any valid permit:

1. One (1) copy of duly accomplished Application form for Registration;
2. Three (3) sets of As-built plans duly signed and sealed by licensed Civil Engineer;
3. One (1) photocopy of approved Foreshore Lease Contract (FLC);
4. For private port facilities along the river bank, one (1) photocopy of transfer of title (TCT);
5. One (1) photocopy of approved permit to construct;
6. PPA PMO Certification that applicant has no outstanding obligations with PPA;
7. Certificate of structural safety soundness, stability and integrity of the facility, signed and sealed by a license Structural/Civil Engineer.

Monday to Friday, 8:00 A.M. to 5:00 P.M.

Type	Privilege Fee
Private commercial port	P80,000.00 per annum + VAT
Private non-commercial port	P30,000.00 per annum + VAT
Marina	P15,000.00 per annum + VAT
Private River port	P15,000.00 per annum + VAT

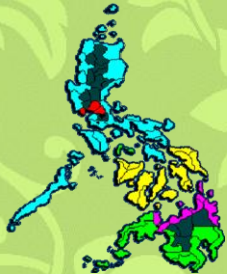


Engineering Services Division
 FRONTLINE SERVICE:
**APPLICATION FOR A CERTIFICATE OF
 REGISTRATION/PERMIT TO OPERATE A PRIVATE PORT**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Proceed to PMO Records Section and submits three (3) folders of requirements	Records section receives application and routes to the Office of the Port Manager	5 minutes	Records Officer	None	None	File Doc's
2		Office of the Port Manager initially processes application and routes to Engineering Service Division for evaluation	1 day	Port Manager A / Executive Assistant A	None	None	File Doc's
3		ESD conducts evaluation and submit technical report/findings to the Port Manager	5 days	ESD Manager / Principal Engineer A / Supervising Engineer A / Representative	None	None	File Doc's
4		Port Manager evaluates ESD technical report and approve	2 days	Port Manager A / Executive Assistant A	None	None	File Doc's



Engineering Services Division
FRONTLINE SERVICE:
**ISSUANCE OF BIDDING DOCUMENTS AND
SUBMISSION OF BIDS FOR ENGINEERING PROJECTS**



5 SERVICE TITLE

**ISSUANCE OF BIDDING DOCUMENTS AND SUBMISSION OF BIDS FOR
ENGINEERING PROJECTS**

SERVICE DESCRIPTION :

Interested contractors will be issued bidding documents and upon payment of non-refundable cost of the documents.

Interested contractors are required to present a certified copy of their PCAB license and registration when purchasing the bidding documents.

WHO MUST AVAIL OF THE SERVICE :

Bidding is restricted to Filipino citizen/sole proprietorships, partnerships, or organization with at least 75% interest or outstanding capital stock belonging to citizen of the Philippines.

REQUIREMENTS :

Bid Form Fees per PPA Memorandum Circular No. 10-2012 dated September 19, 2012

SCHEDULE OF AVAILABILITY OF THE SERVICE :

A. Issuance of Bid Documents: (8:00 AM to 5:00 PM, Monday to Friday, within seven (7) calendar days from the date of publication of Invitation to Bid.

B. Submission of Bids: (On or before the specified deadline of submission of bids in the Published Invitation to Bid.

FEES :

Approve Budget for the Contract (ABC)

Cost of Bidding Documents

P500,000 and below	P 500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



Engineering Services Division
FRONTLINE SERVICE:
**ISSUANCE OF BIDDING DOCUMENTS AND
SUBMISSION OF BIDS FOR ENGINEERING PROJECTS**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCE	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1	Proceed to PMO BAC-EP Secretariat and present Order of Payment	BAC-EP Secretariat prepares assessment of fee for bidding documents	5 minutes	Supervising Engineer A / Representative	None	None	File doc's
2	Proceed to Cashier and pay the corresponding fees	Cashier receives payment and issues Official Receipt	10 minutes	Collection Officer On Duty	Official Receipt	Cost depends on the amount of ABC	File doc's
3	Proceed to BAC-EP Secretariat, present proof of payment (OR) and secure the bidding documents	BAC-EP Secretariat records OR# date and amount of payment, and issues bid documents and checklist of requirements	10 minutes	Supervising Engineer A / Representative	Bid Forms	None	File doc's
4	Accomplish the bid proposals				Bid Forms		File doc's
5	Proceed to PMO BAC-EP and submit Bid Proposals	BAC-EP Secretariat stamps the Bid Envelope as "Received" indicating the date and time of receipt, and have the stamp countersigned by the bidder/representative	10 minutes	Supervising Engineer A / Representative	None	None	File doc's
6		BAC-EP opens the Bid proposals, conduct preliminary examination of bids.	1 day	ESD Manager / Supervising Engineer A / BAC Members / Representative	None	None	File doc's
7		BAC-EP TWG conducts a detailed evaluation of bids, prepares abstract of bids and submits to BAC-EP	1 day	TWG Members	Abstract of Bids	None	File doc's
8		BAC-EP TWG conducts a post-qualification of bidder with the lowest calculated bid and prepares resolution of award	7 days	TWG Members	Post-Qua Form	None	File doc's
9		PM approves/disapproves resolution of award and issues Notice of Awards to winning bidder	4 days	ESD Manager / Supervising Engineer A / Representative	Notice of Award / BAC Resolution	None	File doc's

NOTE: Bid Form are available at the Engineering Services Division.



Engineering Services Division
FRONTLINE SERVICE:
**CONTRACT SIGNING AND ISSUANCE OF NOTICE
TO PROCEED (NTP)**



6 SERVICE TITLE

CONTRACT SIGNING AND ISSUANCE OF NOTICE TO PROCEED (NTP)

SERVICE DESCRIPTION :

The bidder in whom the contract for the particular engineering project has been awarded shall enter into contract with the PPA PMO MARQUEZ and be issued corresponding Notice to Proceed. The Notice to Proceed (NTP) will be issued together with a copy of the approved contract to the Lowest Calculated and Responsive Bidder within seven (7) calendar days by the Head of the Procuring Entity, PMO MARQUEZ .

WHO MUST AVAIL OF THE SERVICE :

The contractor/bidder in whom the particular engineering project contract was awarded the engineering project.

REQUIREMENTS :

Performance Security in the form any of the following:

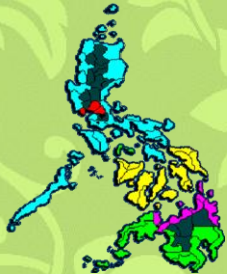
- a. Cash or Cashier's/Manager's Check - 10% of Contract Price
Issues by a Universal or Commercial Bank
- b. Bank draft/guarantee or irrevocable letter - 10% of Contract Price
issued by a Universal or Commercial Bank
- c. Surety bond callable upon demand issued - 30% of Contract Price
by a Surety or Insurance Company

SCHEDULE OF AVAILABILITY OF THE SERVICE :

- A. Contract Preparation and Signing: (8:00 AM to 5:00 PM, Monday to Friday, within ten (10) calendar days from the date of receipt of Notice of Award of Contract.
- B. Issuance of Notice to Proceed: (8:00 AM to 5:00 PM, Monday to Friday, within seven (7) calendar days after approval of Contract.

FEES :

None



Engineering Services Division
FRONTLINE SERVICE:
**CONTRACT SIGNING AND ISSUANCE OF NOTICE
TO PROCEED (NTP)**



HOW TO AVAIL OF THE SERVICE :

STEP	CLIENT'S ACTIVITY	SERVICE PROVIDER'S ACTIVITY	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCE	PERSON/S IN CHARGE	FORMS	FEES	OUTPUT FROM THE SERVICE PROVIDER
1		The PMO BAC-EP Secretariat prepares the draft contract and forwards contract to BAC-EP Chairperson for review	2 days	ESD Manager / Supervising Engineer A / Representative	None	None	File doc's
2	Proceed to PMO BAC-EP Secretariat and submit documentary requirements	BAC-EP Chairperson reviews the draft contract document and forwards same to the Port Manager for perusal and directed the Contract Review Team for Infra Projects for review & Submit the corrected/finalized contract	5 days	Executive Assistant A	None	None	File doc's
3	Proceed to the PMO and signs contract	The Contract Review Team submit the finalized Contract to the Port Manager for approval and signing of the same together with the contractor	1 day	Executive Assistant A	None	None	File doc's
4		The Port manager issue the NTP together with a copy of approved contract to the successful bidder	1 hour	ESD Manager / Supervising Engineer A / Representative	None	None	File doc's