BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

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Port Management Office – NCR South

# INVITATION TO BID

for

# CONDUCT OF MANDATORY DRUG TESTING TO ALL PMO NCS ORGANIC AND CONTRACT OF SERVICE (COS) EMPLOYEES C.Y. 2026

1. The PPA PMO NCR-South, through the PPA Corporate Funds intends to apply the sum of One Hundred Thousand Pesos (Php 100,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Conduct of Mandatory Drug Testing to All PMO NCS Organic and Contract of Service (COS) Employees C.Y. 2026. Submitted bids in the amount exceeding the ABC shall be automatically rejected at bid opening.

2. Bidding will be conducted through Small Value Procurement (SVP) as provided under Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 and to adopt the Lowest Calculated Responsive Bid (LCRB) as an award criterion.

3. The PPA PMO NCR-South now invites bids for the above Procurement Project. Provision of the Service is required within the effectivity of the contract which shall be entered into. The agreed schedule shall be disclosed to and coordinated with Port Police Division (PPD) only. The description of an eligible bidder is contained in the Bidding Documents, particularly in Annex A (Instructions to the Suppliers).

4. Participation to the bidding process is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

5. A complete set of Bidding Documents may be acquired by interested Bidders from May 11, 2026 to May 18, 2026 from the address given below and ***upon payment of the non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred Sixty Pesos (Php560.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

   *Bid documents may also be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and Philippine Ports Authority (PPA) provided that bidders shall pay the applicable fee for the Bidding Documents not later than the deadline for the submission of Bids, May 18, 2026.*

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6. **Bids submitted past the set deadline and improperly labeled bids shall not be accepted.** Bids must be properly labeled as illustrated below, and must be received through physical submission at the PMO-NCR South BAC Office no later than **10:00 AM** on **May 18, 2026**:

| | |
|---|---|
| Name of Bidder | |
| Procurement Project | |
| FOR | The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services<br>2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila |

7. Bid opening shall be on May 18, 2026, 10:30 A.M. at the BAC Office, 2nd Floor PMO NCR-South Administration Building. Bids will be opened in the presence of the invited observers who choose to attend the activity.

8. The PPA PMO NCR-South 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 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to **Mr. Angelo S. Medrano**, **BAC Secretariat** at telephone no. **8525-5264** local **524** or **515** or email at ncrsouth_bac@ppa.com.ph.

May 6, 2026

**CIELITO M. CABARCO**
Chairperson, Bids and Awards Committee
PPA, PMO-NCR South
2F PMO NCR South Administration Bldg.
South Harbor, Port Area, Manila