PHILIPPINE PORTS AUTHORITY
Port Management Office – NCR South

INVITATION TO BID
for
WORK AND ENVIRONMENTAL MEASUREMENT SERVICES AT THE PHILIPPINE PORTS AUTHORITY (PPA) – PORT MANAGEMENT OFFICE (PMO), NCR SOUTH ADMINISTRATION BUILDING, SOUTH HARBOR, PORT AREA, MANILA

1. The PPA PMO NCR-South, through the PPA Corporate Funds intends to apply the sum of One Hundred Fifty Thousand Pesos (Php 150,000.00) being the Approved Budget for the Contract (ABC) to payments under the Purchase Order (PO) for the Work and Environmental Measurement Services at Philippine Ports Authority (PPA) – Port Management Office (PMO), NCR South Administration Building, South Harbor, Port Area, Manila. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PPA PMO NCR-South now invites bids for the above Procurement Project. Provision of the Service is required within thirty (30) calendar days upon receipt of the Purchase Order (PO). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Annex A (Instructions to the Suppliers).

3. 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, using the non-discretionary pass/fail criterion in the bid evaluation.

   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.

4. A complete set of Bidding Documents may be acquired by interested Bidders on October 2, 2025 to October 7, 2025 from the given address below and ***upon payment of the applicable 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

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that bidders shall pay the applicable fee for the Bidding Documents not later than the deadline for the submission of Bids, October 7, 2025.

5. **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 9:00 AM on October 7, 2025:

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

6. Bid opening shall be on October 7, 2025, 10:00 A.M. at the Conference Room, 2nd Floor PMO NCR-South Administration Building. Bids will be opened in the presence of the invited observers who choose to attend the activity.

7. 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 52.1(b) of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

8. 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.

September 29, 2025

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

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TERMS OF REFERENCE

Project Title : **Work Environmental Measurement Services at Philippine Ports Authority (PPA) – Port Management Office (PMO) NCR Administration Building, South Harbor, Port Area, Manila**

Procuring Entity : **Philippine Ports Authority (PPA) – Port Management Office (PMO) NCR South**

Approved Budget for the Contract (ABC): PHP 150,000.00 (inclusive of VAT)

Project Duration : **THIRTY (30) calendar days from receipt of Notice to Proceed (NTP)**

1. BACKGROUND

The Philippine Ports Authority – PMO NCR South is committed to promoting a safe, healthy, and compliant workplace for all employees, contractors, and visitors. In pursuit of this objective, the organization seeks to engage a qualified and accredited service provider to conduct Work Environmental Measurement (WEM) services at the PMO NCR South Administration Building, located at Gate 1, South Harbor, Port Area, Manila.

These services are crucial to ensure compliance with the Department of Labor and Employment (DOLE) Occupational Safety and Health (OSH) Standards, as well as alignment with the organization's Integrated Management System (IMS), incorporating:

1.1 ISO 45001: Occupational Health and Safety Management Systems

1.2 ISO 14001: Environmental Management Systems

1.3 ISO 9001: Quality Management Systems

1.4 ISO/IEC 17025: General Requirements for the Competence of Testing and Calibration Laboratories

2. OBJECTIVES

The main objectives of the work environmental measurement services are to:

2.1 Assess and monitor critical workplace environmental parameters, including indoor air quality, temperature, noise levels, and illumination.

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REQUEST FOR QUOTATION (RFQ)

(Small Value Procurement)
REFERENCE: PR NO. SH-8874-25

Date: 29 September 2025
RFQ No.: 016-2025

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites eligible suppliers/contractors to submit quotations for the **Work and Environmental Measurement Services at the Philippine Ports Authority (PPA)-Port Management Office (PMO), NCR South Administration Building, South Harbor, Port Area, Manila** in accordance with **Section 34 (Small Value Procurement)** of Implementing Rules and Regulations of Republic Act No. 12009.

You are invited to submit your quotations based on the specifications as outlined in **Annex "B"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "C".**

Approved Budget for the Contract (ABC): ONE HUNDRED FIFTY THOUSAND PESOS *(PHP150,000.00), inclusive of all applicable government taxes and other service charges.* Any bid exceeding the ABC will not be accepted.

Evaluation Criteria : The contract will be awarded to the lowest-priced quotation that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **9:00 a.m.** on **October 7, 2025 (Tuesday).** The ***bids will be opened at 10:00 a.m***. on the same day.

The PMO-NCR South Bids and Awards Committee
for the Procurement of Goods and Services
2/F PMO NCR South Administration Building,
South Harbor, Port Area, Manila

This Request for Quotation (RFQ) is comprised of:

Instructions to the Suppliers:	Annex A
Terms of Reference:	Annex B
Supplier's Price Quotation /Proposal:	Annex C

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the lowest-priced offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within 24-48 hours upon receipt of billing or other terms of payment as allowed by PPA.

For any questions/clarifications, related to this RFQ please contact **Mr. Angelo S. Medrano, BAC Secretariat** at telephone no. 8525-5264 local 524 or 515, or email at ncrsouth_bac@ppa.com.ph

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee

ANNEX "A"

Instructions to the Suppliers

a. Technical Specifications / Project Description	• See **Annex "B"** for detailed technical specifications of the project.
b. Deadline for submission of RFQ	• The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by **09:00 A.M. on October 7, 2025 (Tuesday)** The ***bids will be opened at 10:00 A.M.*** on the same day.
c. General Terms and Conditions	• By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the **Work and Environmental Measurement Services at the Philippine Ports Authority (PPA)-Port Management Office (PMO), NCR South Administration Building, South Harbor, Port Area, Manila** • Partial quotation **will not be permitted** (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	• All quotations must be submitted in a **sealed envelope** that is properly bound using a fastener to ensure the integrity of the documents. Any bid submissions containing loose or improperly bound documents shall not be accepted. The bid shall be delivered physically to the specified address: The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services 2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila
e. Validity of Quotation	• The quotation must be valid for **60 calendar days** from submission deadline. • In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	• Within thirty (30) calendar days from the receipt of the Purchase Order (P.O.)
g. Place of Delivery	• PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	• All prices must be quoted in **Philippine Peso (PHP)**
i. Required Documents	• **Envelope 1: Technical Documents**

i. Required Documents (Submission in Two Envelopes)	• **Envelope 1: Technical Documents** ❖ DTI/SEC Certificate of Registration with General Information Sheet (GIS) ❖ Latest or 2025 Mayor's/Business Permit ❖ PhiGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement [1]*In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.* ❖ Certificate of Accreditation issued by DOLE • **Envelope 2: Financial Proposal** ❖ **Annex C:** Supplier's Price Quotation /Proposal, duly signed by the bidder's authorized representative.
j. Award of Contract / Purchase Order	• The contract will be awarded to the lowest-priced, technically compliant bid. • Full submission of **Annex C** (Supplier's Price Quotation /Proposal) is required for consideration.
k. Liquidated Damages	• Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
l. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of the Billing Statement. • Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and other terms of payment as allowed by PPA.

2.2 Ensure full compliance with the Rule 1077, Occupational Safety and Health Standards of the Department of Labor and Employment and Section V.1.f of the CSC-DOH-DOLE Joint Memorandum Circular No. 1 Series of 2020, Guidelines for on Occupational Safety and Health Standards for the Public Sector.

2.3 Identify potential environmental and occupational health risks through objective data collection and analysis.

2.4 Provide evidence-based, actionable recommendations for mitigating risks and improving working conditions.

2.5 Support the organization's IMS initiatives and continuous improvement efforts.

3. QUALIFICATIONS OF SERVICE PROVIDER

The provider must possess the following:

3.1 Valid DOLE Accreditation

3.1.1 Certified OSH consulting organization.

3.2 Relevant Experience & Expertise

3.2.1 Completion of at least three (3) contracts for similar service engagements.

3.3 Methodology & Compliance with ISO/IEC 17025

3.4 Cost-effectiveness (within ABC Php 150,000.00)

3.5 All personnel/staff to be assigned to undertake the service should be all professionals, reputable, and qualifies to perform the services required.

3.5.1 CVs of professionals who will carry out the assessment.

3.6 Reporting Expertise

3.6.1 Demonstrated capability to produce comprehensive, understandable reports with practical recommendations.

3.7 Knowledge of Regulations

3.7.1 Expertise in DOLE OSH Standards, IMS requirements (ISO 45001, 14001, 9001), and ISO/IEC 17025 standards.

4. SCOPE OF WORK

The service provider shall perform the following tasks using calibrated instruments and methodologies compliant with ISO/IEC 17025:

4.1 Preparation of Pre – WEM requirements

4.2 Submission of Pre – WEM requirements to Occupational Safety and Health Center (OSHC), Establishment and Coordination Division (ECD)

4.3 Conduct WEM in the identified locations and parameters under Section 4.10 of this TOR

4.3.1 Indoor Air Quality Monitoring

- Measure levels of CO_2, PM2.5, PM10, VOCs, and other relevant pollutants.

4.3.2 Temperature Evaluation

- Measure and assess ambient temperature conditions against acceptable thresholds.

4.3.3 Noise Level Monitoring

- Conduct noise measurements in all occupied areas; compare results with DOLE limits (e.g., 85 dBA for 8-hour exposure).

4.3.4 Illumination Assessment

- Evaluate lux levels across workstations and common areas to determine compliance with workplace lighting standards.

4.4 Tools and Methodologies

4.4.1 All tools, equipment, supplies, and materials used to complete the services should meet the Original Equipment Manufacturer (OEM) standards.

4.4.2 Use industry-standard, ISO/IEC 17025-compliant instruments with valid calibration certificates.

4.4.3 Conduct repeatable and reliable sampling procedures.

4.5 Data Analysis and Reporting

4.5.1 Submission of Post – Test Report and Draft/Working Documents to OSHC - ECD

4.5.2 Submission of WEM Report to OSHC –ECD for validation

4.5.3 Submission of validated WEM Report including assessment and corrective actions to the PPA PMO NCR - South

4.6 Corrective Action Planning

4.6.1 Assist in the formulation of practical interventions based on findings that need to be implemented.

4.7 Accomplishment Report

4.8 Waiver Form Requirement

4.8.1 Potential bidders who opt not to conduct an ocular inspection prior to the preparation of bid are required to submit a signed waiver form acknowledging their decisions and any associated risks.

4.9 Schedule of Ocular Inspection. Schedule is to be arranged with the PMO NCR South Safety and Environmental Management Office (SEMO) and should be conducted not later than five (5) calendar days before the submission of bid deadline.

4.10 Location – The scope of the Work Environment Measurement (WEM) shall include the specific areas to be assessed, along with the corresponding environmental parameter to be measured.

COVERAGE AREA	PARAMETERS
GROUND FLOOR	
1. Lobby and Hallways	Ambient Temperature Dust Level Noise Level Illumination Level
2. Marine Unit Office	
3. Cashiering Office	
4. PABX Room	
5. Administrative Section Office	
6. Supply and Property Office	
7. Canteen	
8. Port Police Division	
9. SEMO	
SECOND FLOOR	
10. Lobby and Hallways	Ambient Temperature Dust Level Noise Level Illumination Level
11. Port Manager's Office and Quarter	
12. OPM Staff Office	
13. PMO Conference Room	
14. Statistic Unit Office	
15. Finance Section Office	
16. RMD Office and Quarter	
17. PMMECO Office	
18. COA Office	
19. REMD Office	
20. Legal Office	
21. BAC Office	

5. DELIVERABLES

The service provider shall submit the following to PPA PMO NCR - South

- Initial Environmental Assessment Reports
  For each parameter (air quality, temperature, noise, and lighting), including:

- Raw data
- Graphs/tables
- Analysis
- Regulatory comparison
- Risk interpretation

- Compliance Summary & Recommendations Report
  - Consolidated insights with prioritized improvement actions.

- Presentation to PMO NCR South
  - A concise summary presentation of key findings and recommended actions.

6. TIMELINE AND MILESTONES

Activity	Timeline
Project Commencement	[Insert Start Date]
Initial Site Visit & Planning	Week 1
Environmental Measurement Activities	Week 2
Submission of Draft Reports	Week 3
Review & Implementation of Corrections and Final Report	Week 4
Project Completion	[Insert End Date]

Any request for justifiable time extension must be submitted at least ten (10) calendar days before the expiration of the contract.

7. DURATION OF CONTRACT

The contract duration shall be for a period of **THIRTY (30) calendar days**, starting from the date of receipt of the **Notice to Proceed (NTP).** Failure to deliver without valid reason shall be subject to **administrative penalties** in accordance with **Section 71 of the Implementing Rules and Regulations (IRR) of R.A. 12009.**

8. PARAMETERS OF PAYMENT

In recognition of the complete, satisfactory, and proper fulfilment by the supplier of its responsibilities as outlined in this Terms of Reference and the relevant contract documents, and upon confirmation and acceptance by the Philippine Ports Authority (PPA) through its duly authorized representative, the PPA commits to settling the total contract amount, which includes the 12% VAT. This payment shall remain subject to prevailing accounting and auditing standards and regulations.

9. TECHNICAL REQUIREMENTS

9.1 All instruments must be calibrated and traceable to ISO/IEC 17025 standards.

9.2 Maintain detailed records of test results and calibration certificates.

9.3 Establish procedures for managing non-conforming measurements.

9.4 Maintain tool accuracy and preventive maintenance documentation.

10. TERMS AND CONDITIONS

10.1 Standard of Care: Services must be delivered to the highest industry standard.

10.2 Right of Access: Entry of vehicles, equipment, and personnel into PMO premises shall be subject to PPA Port Access regulation.

10.3 Insurance: Provider must maintain liability and professional indemnity coverage.

10.4 Termination Clause: Either party may terminate the contract with a [30-day] written notice.

10.5 Force Majeure: Delays due to uncontrollable events will not incur penalties.

10.6 The PPA shall not be held accountable for any bodily harm or damages, including death, that any of the SUPPLIER's employees may sustain or inflict, whether or not it results from their performance of their jobs. The supplier makes a commitment to indemnify the PPA for any harm or losses that may be caused, occasioned, or contributed to by the supplier's failure, negligence, or conduct resulting from, connected to, or occurring during the performance of this agreement. The SUPPLIER is solely responsible for ensuring that all laws, rules, and regulations are followed and enforced. It also commits to protecting PPA from any liabilities, losses, damages, judgments, fines, and penalties that may result from the Terms of Reference (TOR) and its implementation.

11. PREPARATION AND SUBMISSION OF PROPOSAL

Proposals must include the following documents:

11.1 Cover Letter

11.1.1 Expression of interest and summary of capability.

11.2 Detailed Technical & Financial Proposal

11.2.1 Description of methodology, tools, schedule, compliance with ISO/IEC 17025, and full budget.

11.3 Proof of DOLE Accreditation

11.3.1 Valid certificates or equivalent.

Approved:

AMBROCIO O. ILAO
RMD, Manager