INVITATION TO BID

REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR, PORT OF LARENA (MPF-NOS-15-25)

The Philippine Ports Authority (PPA), PMO Negros Oriental / Siquijor (PMO NOS), through the PPA Corporate Budget for CY 2025, intends to apply the sum of **Eight Hundred Twenty-Nine Thousand One Hundred Twenty-Nine Pesos and 89/100 only (₱ 829,129.89)** being the Approved Budget for Contract (ABC) to payments under the contract for the **Repainting of Transit Shed and Replacement of Damaged Roll-up Door, Port of Larena (MPF-NOS-15-25).** Bids received in excess of the ABC shall be automatically rejected by the Bids and Awards Committee (BAC).

Completion of the Works shall be required within **Forty-Five (45) calendar days** from the commencement of activities. The successful bidder must commence all project-related activities within seven (7) calendar days upon receipt of the Notice to Proceed (NTP).

Procurement will be conducted in consonance with Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 per GPPB resolution No. 03-2009, otherwise known as the "Government Procurement Reform Act". Applicants for eligibility will be evaluated on a "pass/fail" criterion. Only sealed bids/canvass from eligible bidders will be opened and a contract will be awarded to the Lowest Calculated and Responsive Bidder who was determined as such during post-qualification.

Bidding documents may be purchased by interested Bidders upon payment of a non-refundable fee in the amount of One Thousand Pesos only **(₱ 1,000.00).**

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **September 3, 2025**, at **9:00 a.m**. Late bids shall not be accepted. Opening of Bids shall be on **September 3, 2025**, at **10:00 a.m.** at the 2nd Floor Conference Room, PPA Port Operations Building, Looc Area, Dumaguete City.

The Philippe Ports Authority, PMO Negros Oriental / Siquijor reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Further information can be obtained from the following:

BAC Secretariat
Philippine Port Authority, PMO Negros Oriental / Siquijor
Port Operations Building, Port Area, Looc, Dumaguete City
Tel No. (035) 527-2079

MARY LOUISE C. MACALINO
Chairperson, BAC
PPA, PMO Negros Oriental / Siquijor
Port Area, Dumaguete City

INSTRUCTION TO BIDDERS

REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR, PORT OF LARENA, LARENA, SIQUIJOR (MPF-NOS-15-25)

I. RESPONSIBILITY OF PROSPECTIVE BIDDER

1. The prospective bidder shall be responsible for taking steps to carefully examine all the bidding documents.

2. All pages of the Eligibility Statements should be pre-numbered, signed or authenticated by the authorized signatory of the company/firm, and fastened together in a folder, with a Table of Contents. Failure to comply with this requirement shall be a ground for ineligibility. By signing or authenticating each page of the Eligibility Statements, the bidder or his duly authorized representative acknowledges the truth and correctness of all statements made therein, as well as the authenticity of the supporting documents. Submission of false statements and/or misrepresentation and/or withholding of required and pertinent information shall be a ground for disqualification.

3. The eligibility of the prospective bidder shall be submitted on the date and time of the bid-opening. The same shall be opened and checked for completeness against a checklist of requirements, using a non-discretionary "pass/fail" criteria, prior to the opening of the bid proposal. In this regard, failure to submit a requirement, or an incomplete or insufficient submission, shall consider the bidder ineligible to participate in the bidding.

4. The BAC shall not be allowed to open the bids of ineligible prospective bidders; provided, however, that if an ineligible prospective bidder signifies his intent to file a request for reconsideration, the BAC shall hold the bid of the said ineligible prospective bidder unopened and duly sealed until such time that the request for reconsideration has been resolved.

II. ELIGIBILITY REQUIREMENTS AND SUBMISSION OF DOCUMENTS

1. The bidder shall prepare its bid in two (2) sealed envelopes clearly marked "**Envelope 1**", and "**Envelope 2**", each envelope containing 2 sets of the following legal documents as required:

Envelope 1:
Shall contain eligibility statement/documents as specified

a. CY 2025 valid Mayor's Permit
b. PhilGEPS Certificate of Registration

c. Income/Business Tax Return (ITR).
d. Omnibus Sworn Statement (Form Attached)
e. Valid PCAB License
f. Taxpayer's Identification Number (TIN) and VAT Registration (BIR Certificate of Registration);
g. Financial Statements as of December 31, 2024 duly received and stamped by the Bureau of Internal Revenue (BIR) or proof of online submission with BIR confirmation receipt (per BIR Rev. Memo Cir. No. 034-2025);
h. BIR Tax Clearance for CY 2025
i. Certificate of Registration with the Bureau of Domestic Trade in case bidder is single proprietorship (DTI Certificate of Registration) or Certified Copy of SEC Registration Certificate and Articles of Incorporation and By-laws, if the bidder is a Corporation;
Company Profile (Form I & II attached) and;
j. Proof of Ownership of minimum equipment required.

Enveloped 2 shall contain the following:

- Bid Proposal in the prescribed form (Request for Quotation)

2. **The sealed envelopes shall be addressed to:**

The Chairperson
Bids and Awards Committee (BAC)
Philippine Ports Authority,
PMO-Negros Oriental/Siquijor
Port Area, Brgy. Looc, Dumaguete City

3. The sealed envelopes shall also bear the **Name and Address of Bidder**

4. The bid shall contain no erasures or overwriting, except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialed by the person/persons signing the bid. Failure to initial any error/correction shall be a ground for disqualification.

5. Late bids shall not be received by the Bids and Awards Committee.

At the appointed time, the BAC Chairman shall open the envelope one (1) at a time. Envelope 2 of the bidder declared "ineligible" shall not be opened as mentioned in Item I.4 hereof.

III. SCOPE OF WORK AND DURATION OF THE PROJECT:

1. **Scope pf Work:**

1.0 General Expenses

1.1 Mobilization/Demobilization
1.2 Provide construction safety and health program in the execution of the project

2.0 Replacement of Damaged Roll-up Door of the Transit Shed

2.1 Removal and disposal of the damaged roll-up door of the transit shed
2.2 Replacement of damaged roll-up door of the transit shed

3.0 Repainting of Transit Shed

3.1 Removal/scraping of loose paints including repair of cracks and other defects of the interior and exterior walling of transit shed
3.2 Repainting of interior and exterior walling of transit shed including roll-up doors

2. **Minimum Equipment Requirement:**
    a. 12 units Steel Scaffolding Owned / Leased

3. **Required PCAB Registration**
    a. Small B – Building or Industrial Plant

4. **Approved Budget for the Contract: ₱ 829,129.89**

5. **Project Duration and Timetable:**
    The contractor shall commence all project related activities within seven (7) days after the receipt of the Notice to Proceed (NTP). The mobilization, supply and delivery of materials, as well as the required work, must be completed within forty-five (45) calendar days from the commencement of activities.

IV. BID SECURITY

The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount not less than the percentage of the ABC in accordance with the schedule in Section 25 of the IRR.

The Bid and bid security shall be valid in 120 calendar days from the opening of bids. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

V. EVALUATION OF BID

1. The purpose of the bid evaluation is to determine the Lowest Calculated Bid. This bid shall be subject to post-qualification to determine its responsiveness to the eligibility and bid requirements. If after post qualification the Lowest Calculated Bid is determined to be post-qualified, it shall be considered the Lowest Calculated Responsive Bid and the contract shall be awarded to the bidder.

2. The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids, and

3. The ranking of the total bid prices as so calculated from the lowest to the highest bids with the lowest price shall be identified as the Lowest Calculated Bid.

4. In the evaluation of the bids, the BAC shall evaluate all bids on equal footing to ensure fair and competitive bid evaluation. For this purpose, all bidders shall be required to include the cost of all taxes and other expenses attendant to the delivery or performance of the services, as itemized in the bid form.

5. In case of discrepancies between:

a) bid price in figures and in words, the latter shall prevail;
b) total prices and unit prices, the latter shall prevail.

6. After all bids have been received, opened, examined, evaluated and ranked, the BAC shall prepare the corresponding Abstract of Bids, which shall contain the following:

    1. The project being procured
    2. Time, date and place of bidding, and
    3. Names of Bidders and their respective calculated bid prices arranged lowest to highest from lowest to highest.

VI. AWARD OF CONTRACT

1. Award in the form of Contract Agreement shall be made to the bidder with the lowest Calculated Responsive Bid at its submitted bid price and the latter shall bear the signature of the head of the procuring entity and the prospective contractor.

VII. DISCLAIMER

1. The PPA or the BAC assumes no obligation whatsoever to compensate or indemnify the participants for any expense or loss that may be incurred in the preparation or submission of their proposals.

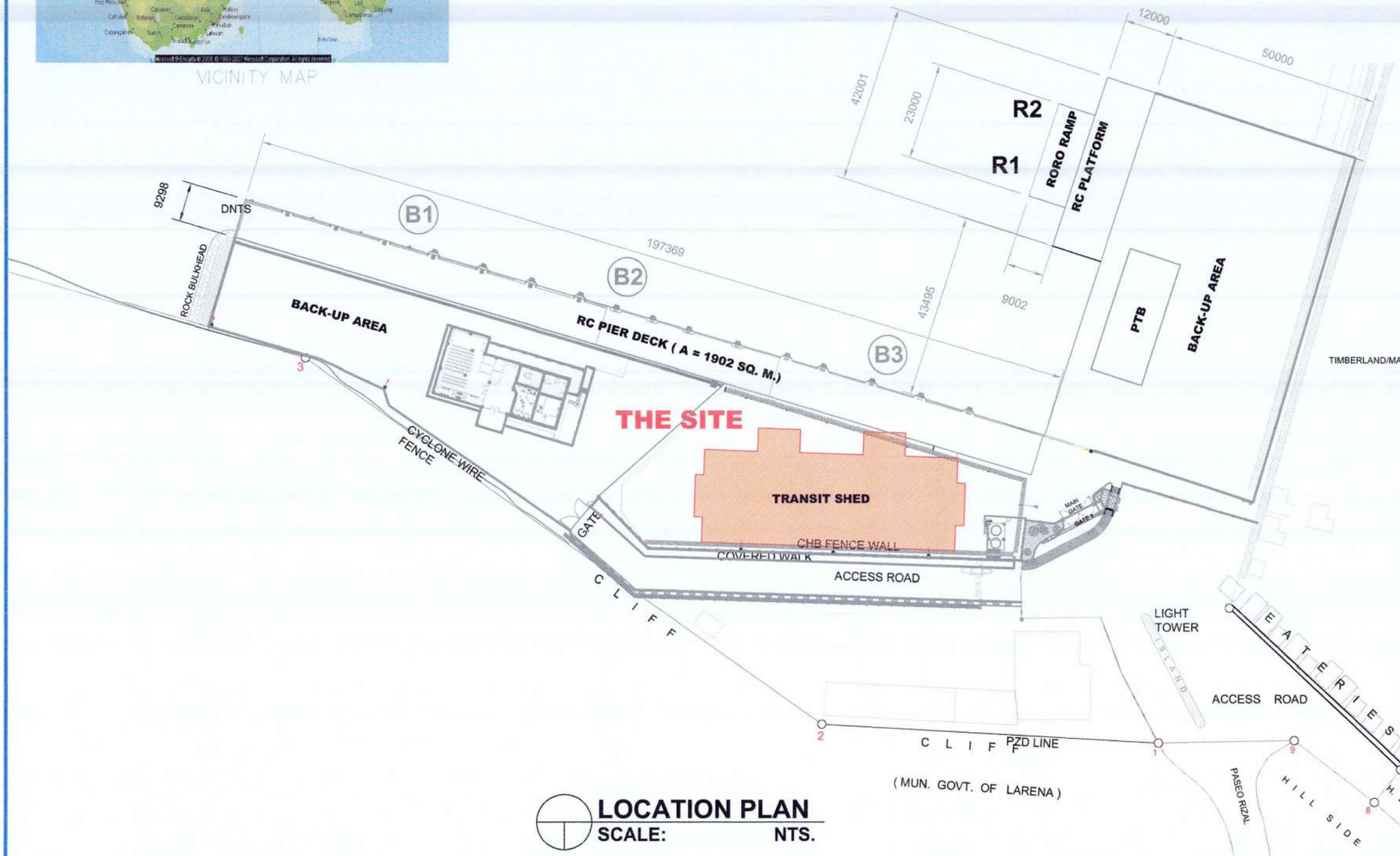
2. The authority reserves the right to reject any and all bids and to declare a failure of bidding or not to award the contract. Likewise, it assumes no responsibility to compensate the bidders for any expenses incurred in the preparation of the bids.

MARY LOUISE C. MACALINO
Chairperson, BAC
PPA, PMO Negros Oriental / Siquijor
Port Area, Dumaguete City



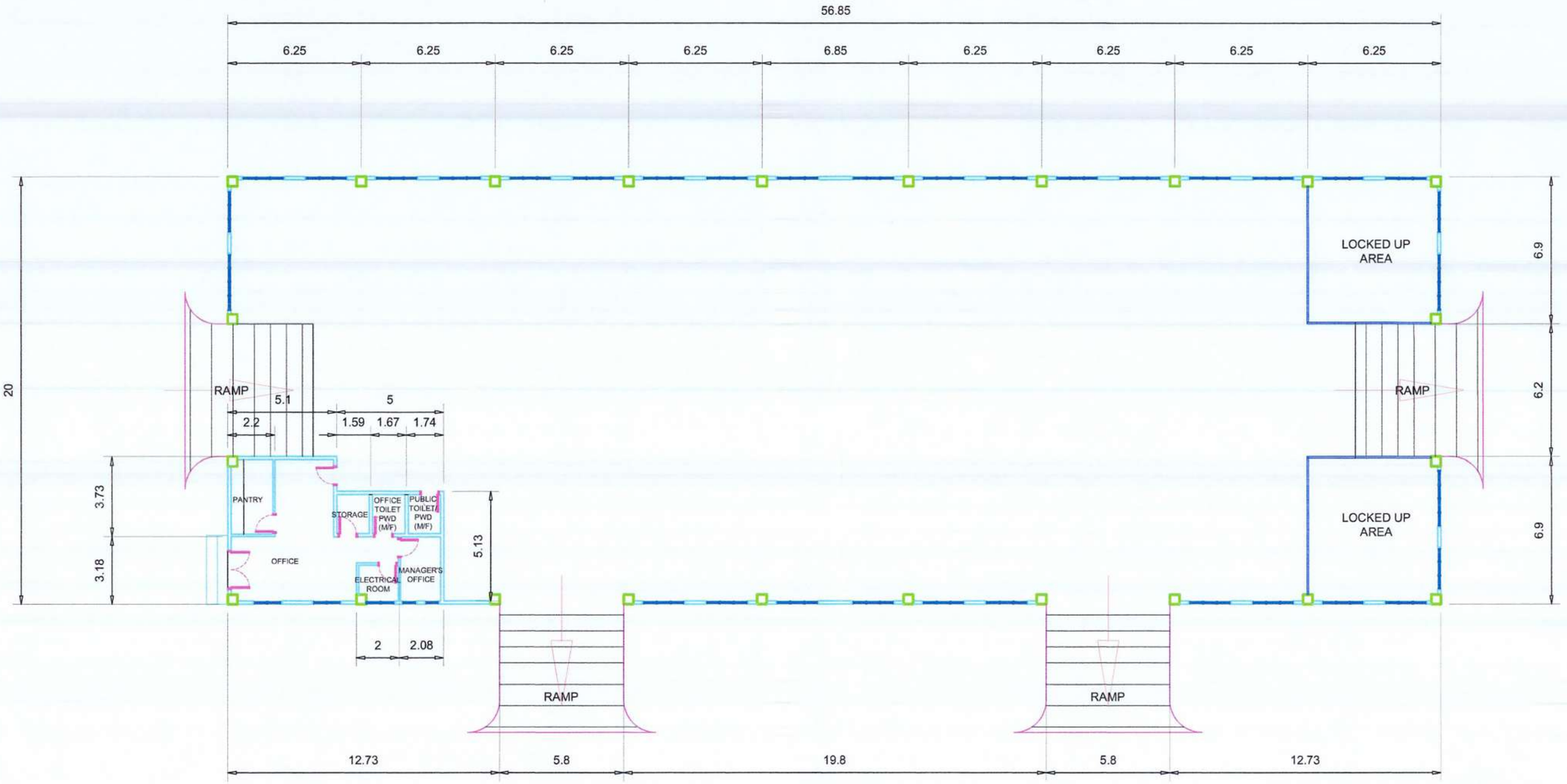
VICINITY MAP

NORTH



LOCATION PLAN
SCALE: NTS.

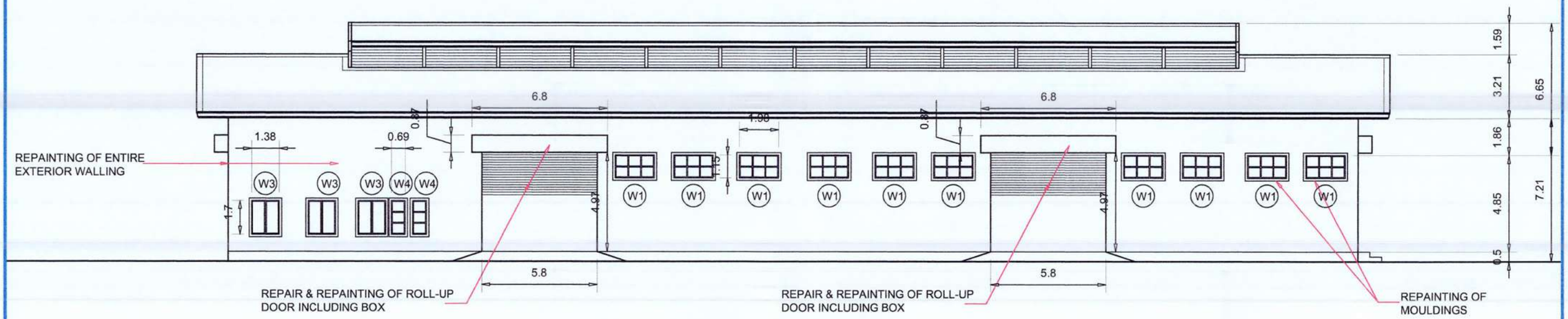
PHILIPPINE PORTS AUTHORITY PMO–NEGROS ORIENTAL/ SIQUIJOR	PROJECT TITLE: **REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR** LOCATION: Port of Larena, Siquijor *FEBRUARY 24, 2025*	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHIE VEL A. DE GUZMAN** Public Services Assistant	CHECKED BY: **JANICE A ARAGONES** Acting Supervising Engineer A	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 1 6



FLOOR PLAN

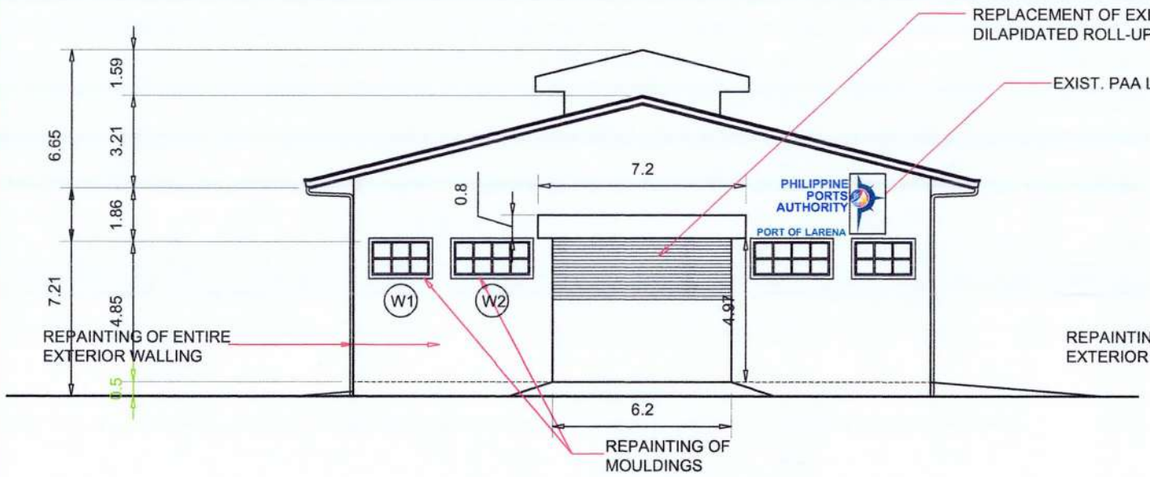
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PHILIPPINE PORTS AUTHORITY PMO–NEGROS ORIENTAL/ SIQUIJOR	PROJECT TITLE: **REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR** LOCATION: Port of Larena, Siquijor *FEBRUARY 24, 2025*	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHEVEL A. DE GUZMAN** Public Services Assistant	CHECKED BY: **JANICE A ARAGONES** Acting Supervising Engineer A	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 2 6



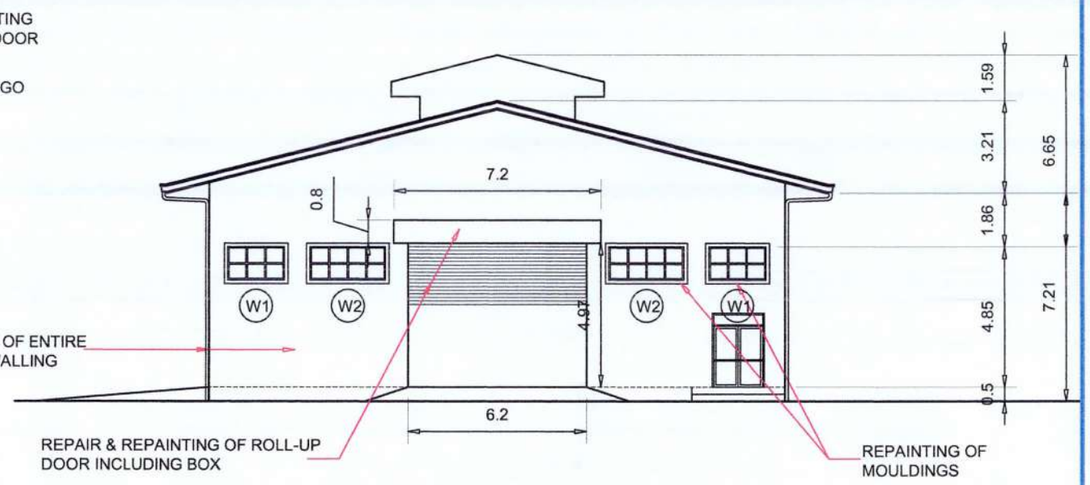
FRONT ELEVATION

SCALE: 1:200 M.



LEFT SIDE ELEVATION

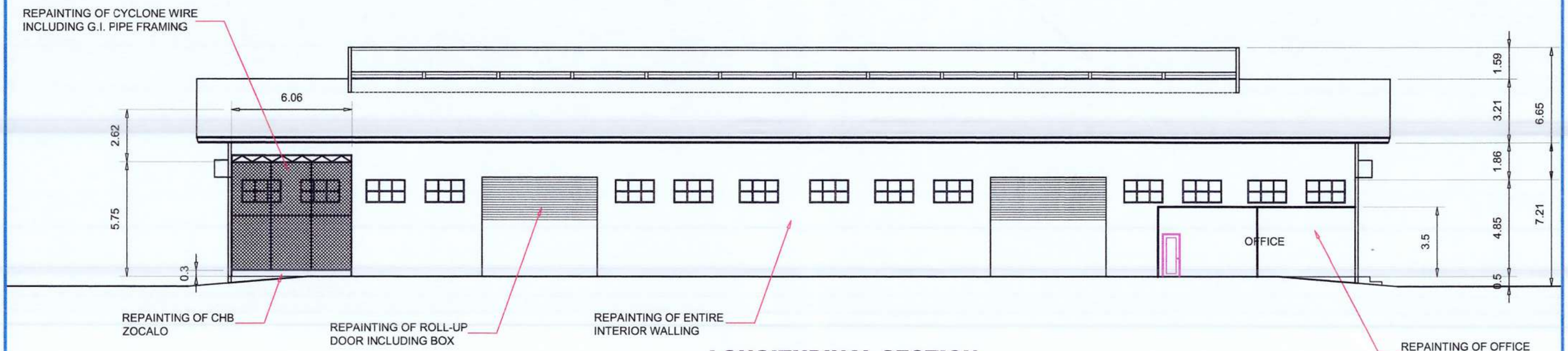
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RIGHT SIDE ELEVATION

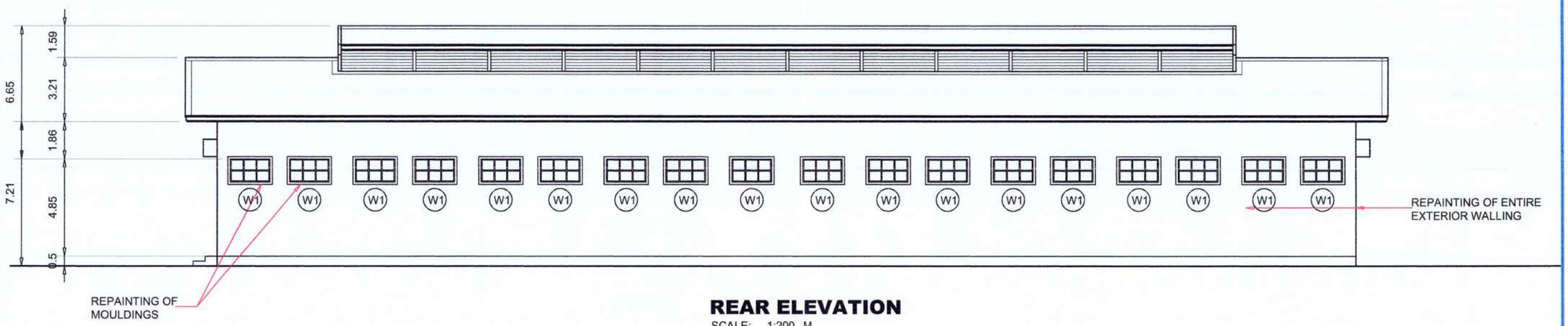
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PHILIPPINE PORTS AUTHORITY PMO–NEGROS ORIENTAL/ SIQUIJOR	PROJECT TITLE: **REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR** LOCATION: Port of Larena, Siquijor *FEBRUARY 24, 2025*	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHEVEL A. DE GUZMAN** Public Services Assistant	CHECKED BY: **JANICE A ARAGONES** Acting Supervising Engineer A	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 3 / 6



LONGITUDINAL SECTION

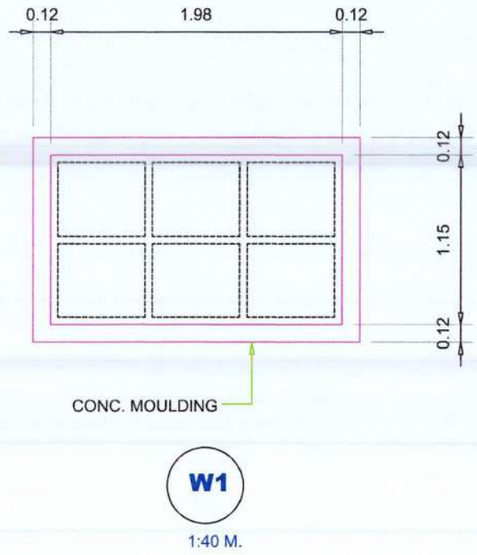
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REAR ELEVATION

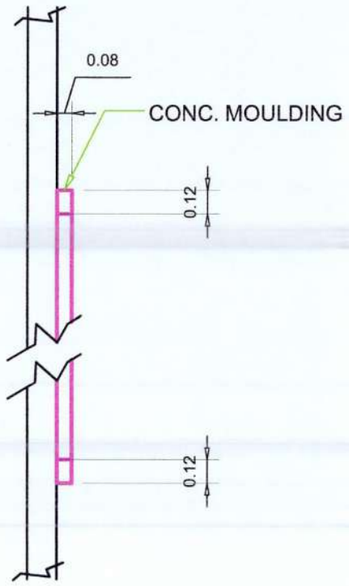
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PHILIPPINE PORTS AUTHORITY PMO–NEGROS ORIENTAL/ SIQUIJOR	PROJECT TITLE: **REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR** LOCATION: Port of Larena, Siquijor *FEBRUARY 24, 2025*	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHE VEL A. DE GUZMAN** Public Services Assistant	CHECKED BY: **JANICE A ARAGONES** Acting Supervising Engineer A	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 4 6



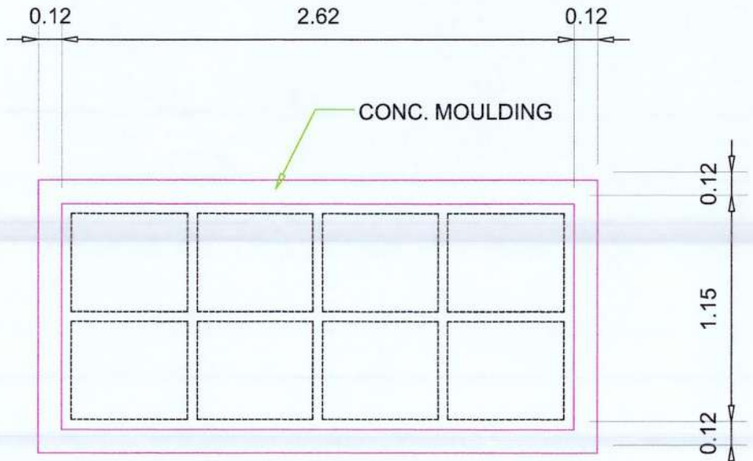
W1

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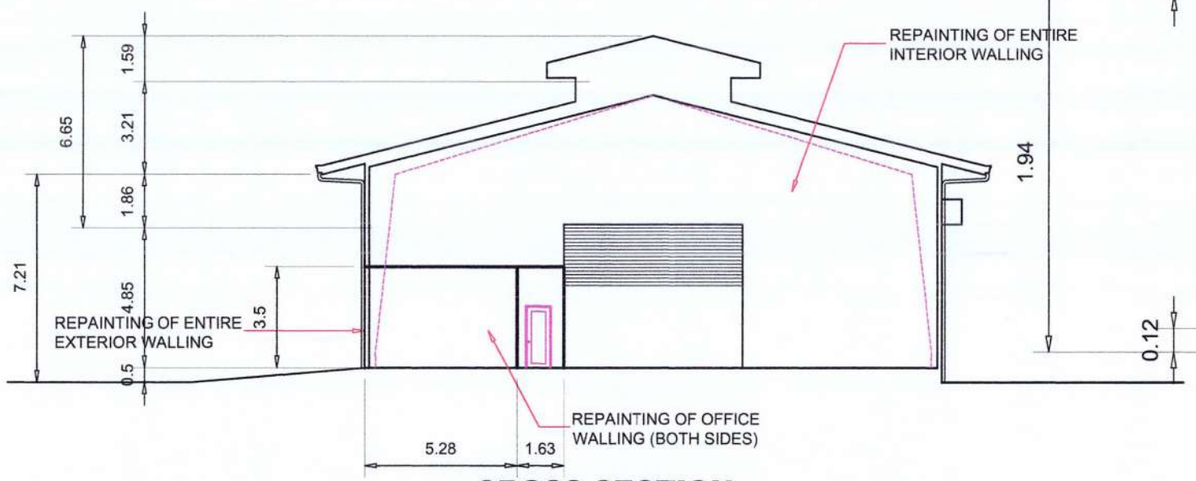
TYP. CROSS SECT. OF CONC. MOULDING

1:30 M.



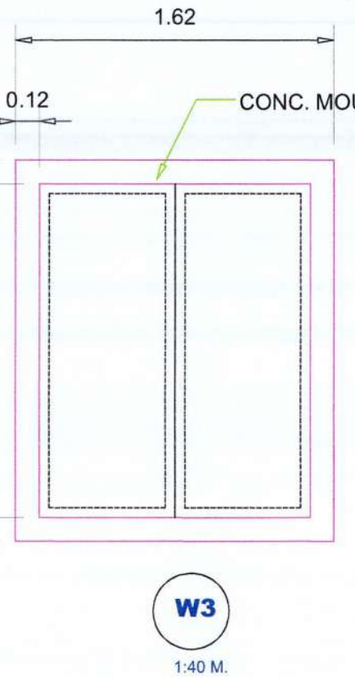
W2

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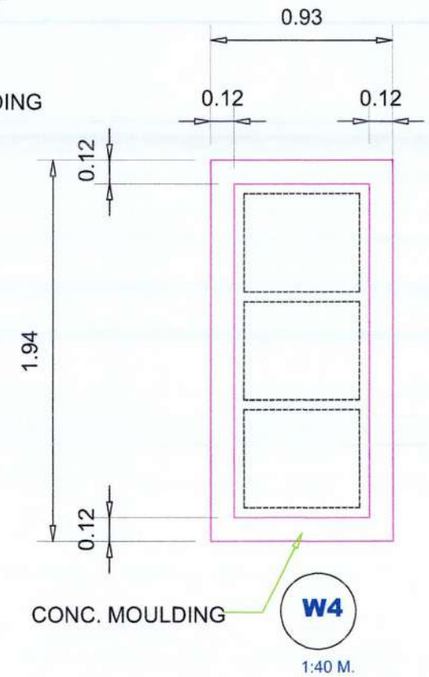
CROSS SECTION

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W3

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W4

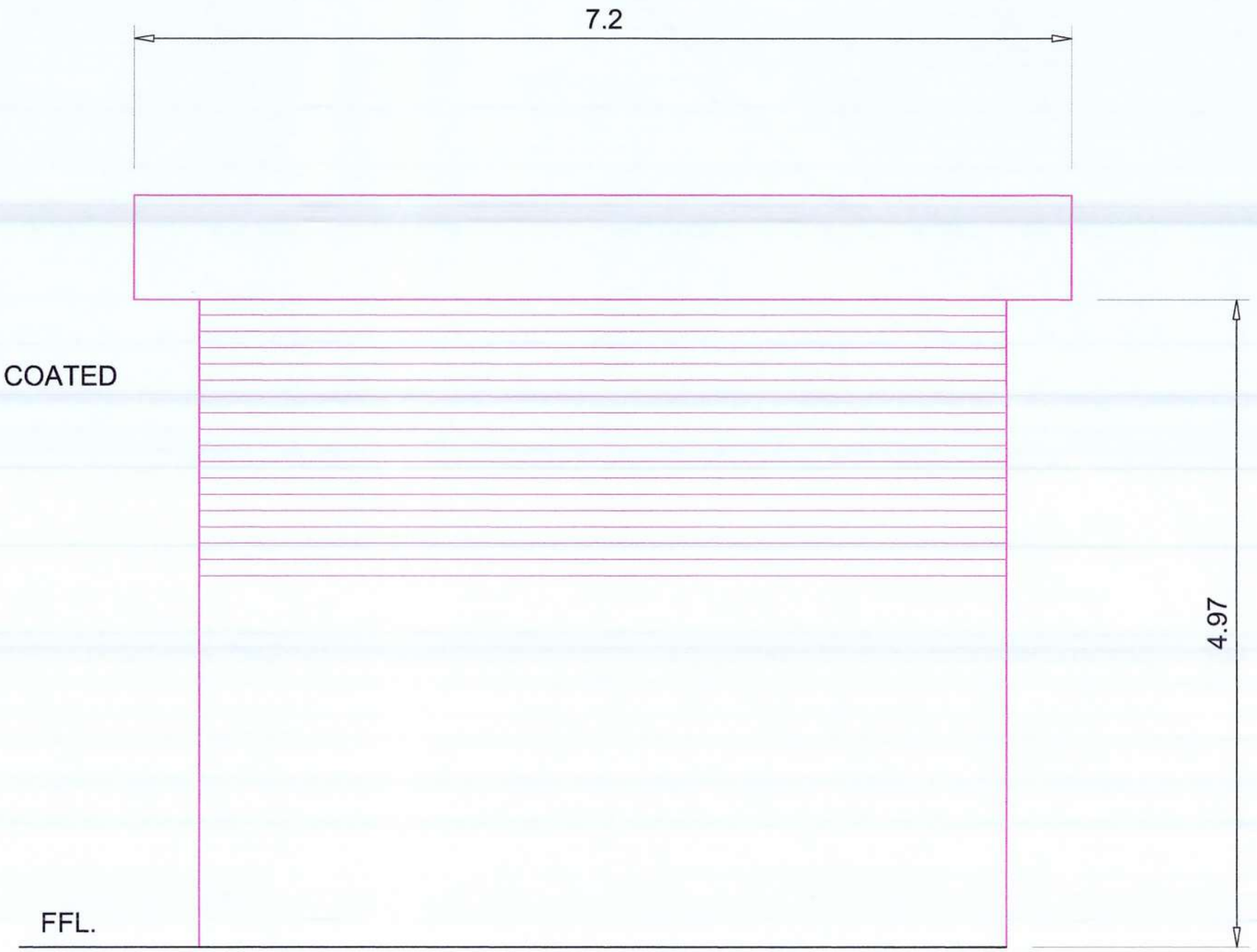
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PHILIPPINE PORTS AUTHORITY PMO–NEGROS ORIENTAL/ SIQUIJOR	PROJECT TITLE: **REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR** LOCATION: Port of Larena, Siquijor *FEBRUARY 24, 2025*	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHE NEIL A. DE GUZMAN** Public Services Assistant	CHECKED BY: **JANICE A ARAGONES** Acting Supervising Engineer A	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager / APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 5 / 6

DESCRIPTION: G.I. ROLL-UP DOOR POWDER COATED

LOCATION: LEFT SIDE MAIN ENTRANCE

NO. OF SET.: 1 SET



ROLL-UP DOOR DETAIL

SCALE: 1 :40 M.

PHILIPPINE PORTS AUTHORITY PMO–NEGROS ORIENTAL/ SIQUIJOR	PROJECT TITLE: **REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR** LOCATION: Port of Larena, Siquijor *FEBRUARY 24, 2025*	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHE VEL A. DE GUZMAN** Public Services Assistant	CHECKED BY: **JANICE A ARAGONES** Acting Supervising Engineer A	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 6/6

PORT MANAGEMENT OFFICE OF NEGROS ORIENTAL/SIQUIJOR
Port Area, Brgy. Looc, Dumaguete City

REQUEST FOR QUOTATION

Company Name

Address

Please qoute your prices on the items of work listed below, subject to the Terms and Conditions on the reverse side. Submit your sealed quotation duly signed by your authorized representative not later than **9:00 A.M. on September 3, 2025.**

MARY LOUISE C. MACALINO
Chairperson, BAC

PROJECT: Repainting of Transit Shed and Replacement of Damaged Roll-up Door (MPF-NOS-15-25)

LOCATION: Port of Larena, Siquijor

APPROVED BUDGET FOR THE CONTRACT (ABC) : ₱ 829,129.89

CONTRACT DURATION : Forty-Five (45) Calendar Days

ITEM NO.	UNIT	QTY.	SCOPE OF WORK	UNIT COST	TOTAL COST
1.0			**General Expenses**		
1.1	L.S	1.00	Mobilization/Demobilization		
1.2	L.S	1.00	Provide construction safety and health program in the execution of the project		
2.0			**Replacement of Damaged Roll-up of the Transit Shed**		
2.1	L.S	1.00	Removal and disposal of the damaged roll-up door of the transit shed		
2.2	L.S	1.00	Replacement of damaged roll-up door of the transit shed		
3.0			**Repainting of Transit Shed**		
3.1	sq.m	2,337.48	Removal/scraping of loose paints including repair of cracks and other defects of the interior and exterior walling of transit shed		
3.2	sq.m	2,337.48	Repainting of interior and exterior walling of transit shed including roll-up doors		
TOTAL AMOUNT					-

TOTAL AMOUNT IN WORDS

Name of Supplier/Contractor	Printed Name and Signature	Position

PORT MANAGEMENT OFFICE OF NEGROS ORIENTAL/SIQUIJOR
Port Area, Brgy. Looc, Dumaguete City

TERMS AND CONDITIONS

1. Prospective Bidders shall submit their sealed quotation together with the following legal documents, to wit:
    a. Certified Copy of Valid PCAB License and Registration *(Small B - Building or Industrial Plant)* ;
    b. CY 2025 valid Mayor's Permit;
    c. PhilGEPS Certificate of Registration;
    d. Income/Business Tax Return (ITR);
    e. Omnibus Sworn Statement (Form Attached);
    f. Valid PCAB License;
    g. Financial Statements as of December 31, 2024 duly received and stamped by the Bureau of Internal Revenue;
    h. BIR Tax Clearance for CY 2025;
    i. Certificate of Registration with the Bureau of Domestic Trade in case bidder is single proprietorship (DTI Certificate of Registration) or Certified Copy of SEC Registration Certificate and Articles of Incorporation and By-laws, if the bidder is a Corporation;
    j. Company Profile (Form I & II attached) and;
    k. Proof of Ownership of minimum equipment required.

2. A complete set of bidding documents can be secured from the BAC-Engineering Projects Secretariat at the PPA, PMO-NOS starting on August 28, 2025 during office hours and upon payment of non-refundable amount of One Thousand Pesos (P 1,000.00, vat exclusive, for the bidding documents.
3. Submission of all bidding requirements shall not be later than **9:00 A.M. on September 3, 2025** to the Secretariat of the Bids and Awards Committee. Opening of bids shall follow immediately at the PMO-NOS Conference Room in the presence of the bidder's representative.
4. **The Approved Budget for the Contract (ABC) is Eight Hundred Twenty-Nine Thousand One Hundred Twenty-Nine Pesos and 89/100 Centavos (P 829,129.89).**
5. Quotations in excess of the Approved Budget for the Contract (ABC) shall be automatically disqualified.
6. The project shall be completed within **Forty-Five Calendar Days (45 CD)** from date of contract effectivity.
7. The Authority reserves the right to reject any and all bids and to declare a failure of bidding or not to award the contract. Likewise, it assumes no responsibility to compensate the bidders for any expense incurred in the preparation of the bids.

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted at the attched RFQ.

_____
Printed Name/Signature

_____
Tel. No. / Cellphone No. / E-Mail Address

_____
Date

September 5, 2024

MEMORANDUM

TO : **All Concerned**
- The Division Managers – ESD, PPD, TMOs
- ESD Project Engineers
- Contractors & Workers
- PPD Port Police and Security Personnel
- All Other Concerned Personnel

FROM : **The Acting Port Manager**
PMO Negros Oriental/Siquijor

SUBJECT : **PMO NOS GUIDELINES FOR WORKERS OF PPA CONTRACTORS DURING DEPLOYMENT AT THE WORK OR CONSTRUCTION SITE**

In the interest of operational security, occupational safety, and to ensure that work deliverables are completed according to the approved project schedule, the following guidelines for workers of PPA contractors must be strictly observed during deployment at the work or construction site:

Prescribed Rules

1. Wearing of the PPA access pass, company ID, uniform, and appropriate PPE.
2. A Logbook for the attendance of actual deployed personnel for particular site must be maintained, which is subject to inspection at any time by the authorized personnel of PMO NOS.
3. Workers shall observe proper hygiene and sanitation.
4. **The Contractor shall implement a clean-as-you-go policy**.
5. Observe the proper work schedule in terms of the arrival-departure at the work site including break-time, as applicable.
6. Noise and volume of voice should be modulated in work sites inside the building or adjacent to office spaces.
7. For construction activities inside offices, the same must be scheduled so that it will not disrupt or cause significant inconvenience to the building occupants.
8. **The PPA security guard assigned to the post nearest the work site shall inspect all workers of the contractor during entry to and upon exit from the work site.**

Prohibited Acts

9. Non-compliance with Items 1-8 above.
10. **The bringing and use of mobile phones at the work or construction site during work deployment of the workers is strictly prohibited**. The assigned foreman may be allowed to bring a mobile phone for documentation and monitoring of the work accomplishments of the workers.
11. Non-compliance with all other pertinent PPA rules and regulations.

Non-compliance with any of the above provisions shall cause the worker to be denied access or cause the office to evict the same from the work site, and/or the port premises.

For information, guidance, and strict compliance.

FERNANDO B. MAPALO, JR.

NOS IM 090524

PORT MANAGEMENT OFFICE – NEGROS ORIENTAL / SIQUIJOR
PPA Administrative Building, Port Area, Looc, Dumaguete City, Negros Oriental 6200 Philippines
Tel. No.: (035) 527.2079 Fax No.: (035) 527.3171
e-mail: pmonos_official@ppa.com.ph