INVITATION TO BID

MAINTENANCE OF GUARD POSTS AT PMO NOS PORTS (MPF-NOS-09-25)

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 **Five Hundred Twenty-Five Thousand Eight Hundred Seventy-Six Pesos and 84/100 only (₱ 525,876.84)** being the Approved Budget for Contract (ABC) to payments under the contract for the **Maintenance of Guard Posts at PMO NOS Ports (MPF-NOS-09-25).** Bids received more than the ABC shall be automatically rejected by the Bids and Awards Committee (BAC).

Completion of the Works shall be required within **Twenty-Five (25) 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 34 - Small Value Procurement of the New Government Procurement Act (RA 12009). 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.

The PPA PMO NOS Bids and Awards Committee will hold a **Pre-bid Forum** on **November 18, 2025 at 9:00 a.m.** at the 2nd Floor of PPA Port Operations Building, Looc Area, Dumaguete City which shall be open to all prospective bidders to guide prospective bidders in the understanding and accomplishment of the necessary documents in compliance with RA 12009 and requirements, terms and conditions stipulated instruction to bidders.

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 **November 21, 2025**, at **9:30 a.m. Late bids shall not be accepted**. Opening of Bids shall be on **November 21, 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 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 **9:30 A.M. on November 21, 2025.**

MARY LOUISE C. MACALINO
Chairperson, BAC

PROJECT: Maintenance of Guard Posts at PMO-NO/S Ports

LOCATION: Port of Dumaguete, Dumaguete City

APPROVED BUDGET FOR THE CONTRACT (ABC) : ₱ 525,876.84

CONTRACT DURATION : Twenty-Five (25) 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			**Maintenance of Guard Posts**		
2.1	units	10.00	Fabrication of guard posts		
2.2	units	10.00	Painting of guard posts		
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 - Port, Building or Industrial Plant)* ;
    b. CY 2025 valid Mayor's Permit
    c. PhilGEPS Certificate of Registration
    d. Taxpayer's Identification Number (TIN) and VAT Registration (BIR Certificate of Registration)
    e. Income/Business Tax Return (ITR)
    f. BIR Tax Clearance for CY 2025
    g. Financial Statements as of December 31, 2024, duly received and stamped by the Bureau of Internal Revenue or electronic proof of submission in compliance with BIR RMC No. 034-2025
    h. 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
    i. Company Profile (Form I & II attached)
    j. Proof of Ownership of minimum equipment required
    k. Omnibus Sworn Statement (Form Attached), and
    l. Bid Security (Please see item IV for details)

2. A complete set of bidding documents can be secured from the BAC-Engineering Projects Secretariat at the PPA, PMO-NOS starting on **November 17, 2025** during office hours and upon payment of non-refundable amount of One Thousand Pesos (P 1,000.00) for the bidding documents.
3. Submission of all bidding requirements shall not be later than **9:30 A.M. on October 21, 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 Five Hundred Twenty-Five Thousand Eight Hundred Seventy-Six Pesos and 84/100 Centavos (P 525,876.84).**
5. Quotations in excess of the Approved Budget for the Contract (ABC) shall be automatically disqualified.
6. The project shall be completed within **Twenty-Five Calendar Days (25 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

INSTRUCTION TO BIDDERS

MAINTENANCE OF GUARD POSTS AT PMO NOS PORTS (MPF-NOS-09-25)

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 documents of each prospective bidder shall be submitted on or before the prescribed deadline for the submission of bid documents. 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. Valid PCAB License
d. Taxpayer's Identification Number (TIN) and VAT Registration (BIR Certificate of Registration)
e. Income/Business Tax Return (ITR)
f. BIR Tax Clearance for CY 2025
g. Financial Statements as of December 31, 2024, duly received and stamped by the Bureau of Internal Revenue or electronic proof of submission in compliance with BIR RMC No. 034-2025
h. 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
i. Company Profile (Form I & II attached)
j. Proof of Ownership of minimum equipment required
k. Omnibus Sworn Statement (Form Attached), and
l. Bid Security (*Please see item IV* for details)

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 Maintenance of Guard Post

2.1 Fabrication of guard posts

2.2 Painting of guard posts

2. Minimum Equipment Requirement:

a.	2 units	Angle Grinder	Owned / Leased
b.	2 units	Electrical Hand Drill	Owned / Leased
c.	2 units	Welding Machine	Owned / Leased
d.	1 unit	Portable Metal Cut-off Saw	Owned / Leased

3. Required PCAB Registration

a. Small B – Building or Industrial Plant

4. Approved Budget for the Contract: ₱ 525,876.84

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 twenty-five (25) 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 56 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

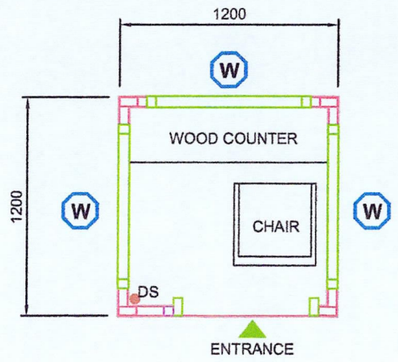
1. Award in the form of Contract Agreement shall be made to the bidder with the lowest Calculated Responsive Bid at its submitted bid price and the latter shall bear the signature of the head of the procuring entity and the prospective contractor.

VII. DISCLAIMER

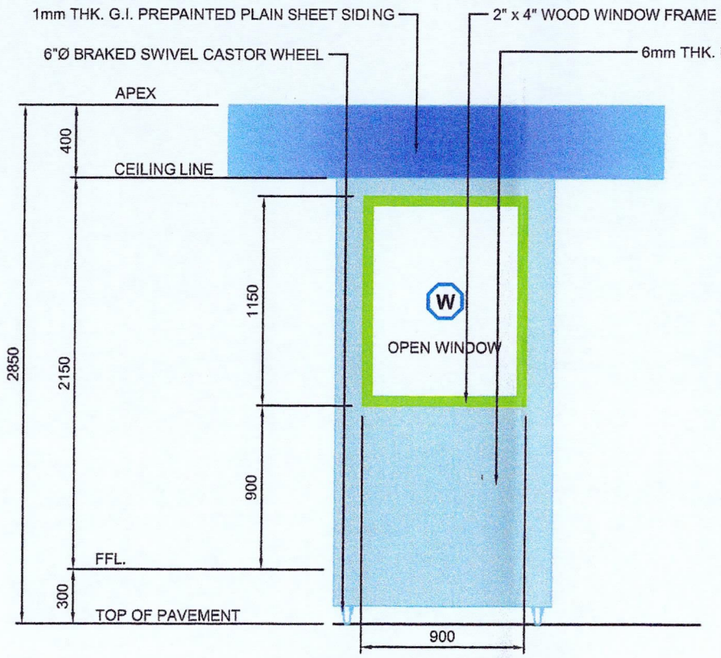
1. The PPA or the BAC assumes no obligation whatsoever to compensate or indemnify the participants for any expense or loss that may be incurred in the preparation or submission of their proposals.

2. The authority reserves the right to reject 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.

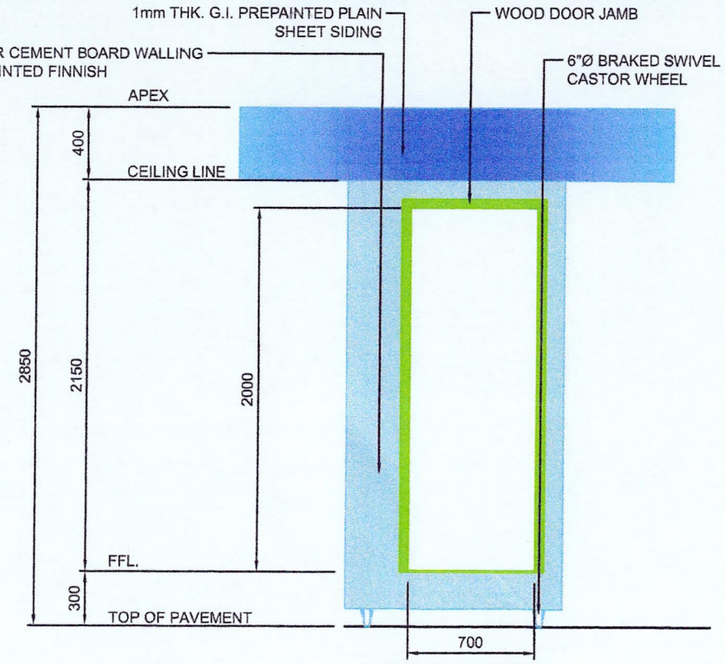
MARY LOUISE C. MACALINO
Chairperson, BAC
PPA, PMO Negros Oriental / Siquijor
Port Area, Dumaguete City



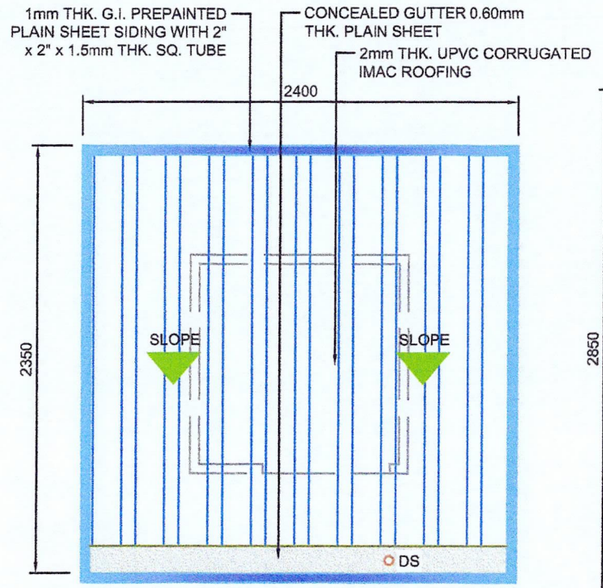
PLAN



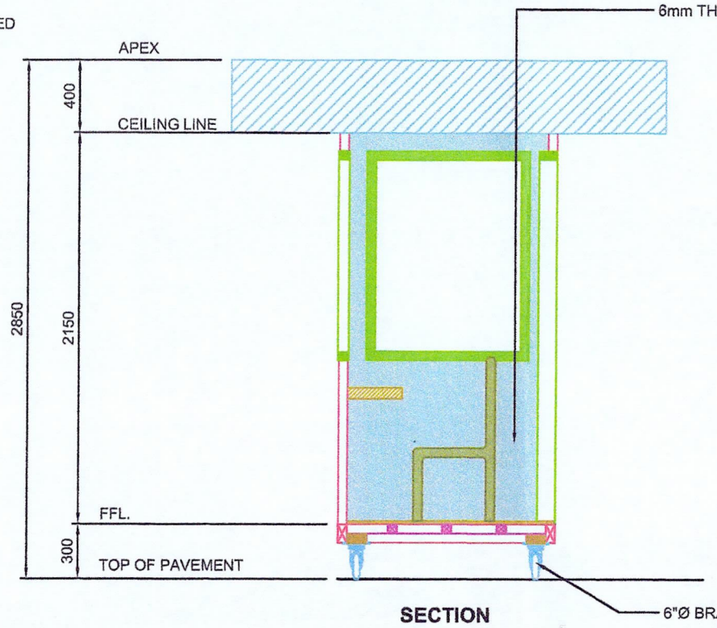
FRONT & SIDE ELEVATIONS



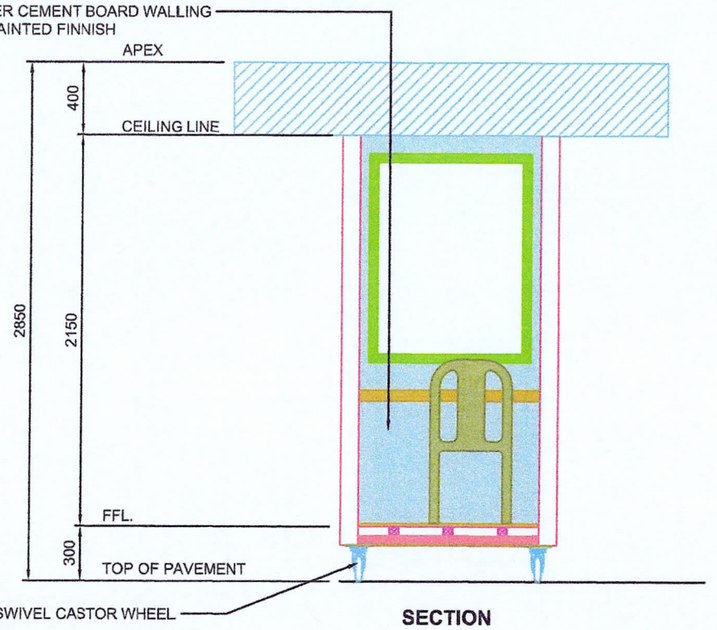
REAR ELEVATION



ROOFING PLAN



SECTION

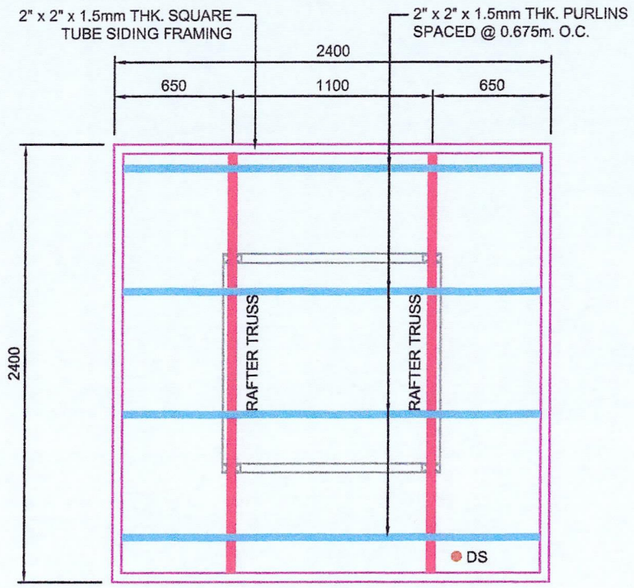


SECTION

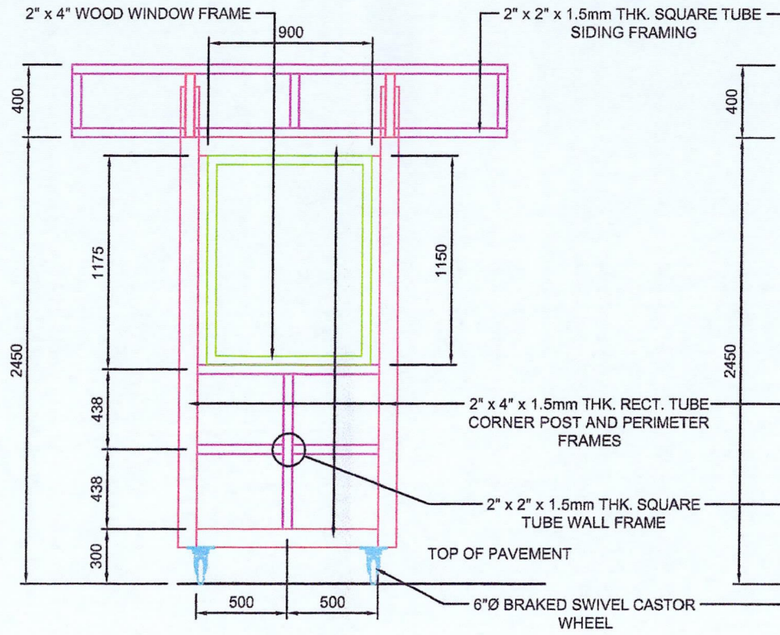
NOTE: WALLS ARE DOUBLE WALLING

GUARD POST DETAILS
SCALE: 1 : 30 MTS.

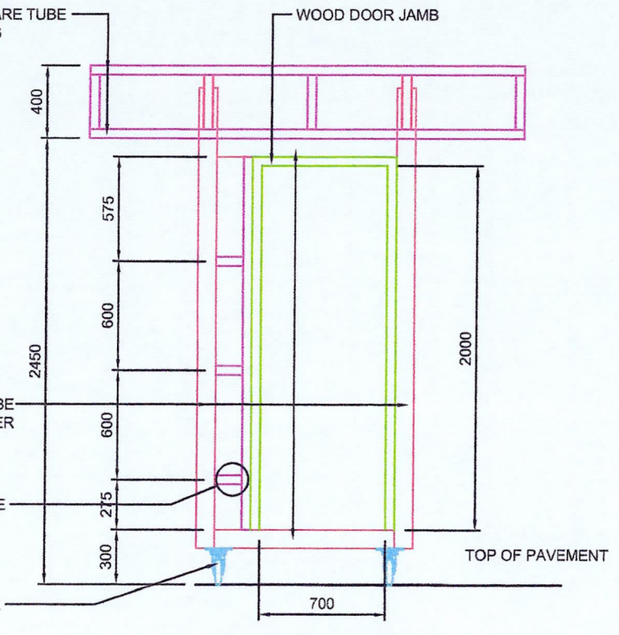
PHILIPPINE PORTS AUTHORITY PMO - NEGROS ORIENTAL / SIQUIJOR	PROJECT TITLE: **MAINTENANCE OF GUARD POST AT PMO-NOS PORTS** LOCATION: NEGROS ORIENTAL	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHE VEL A. DE GUZMAN** Draftsman III	CHECKED BY: **JANICE A. ARAGONES** Acting Supervicing Engineer	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 1/4



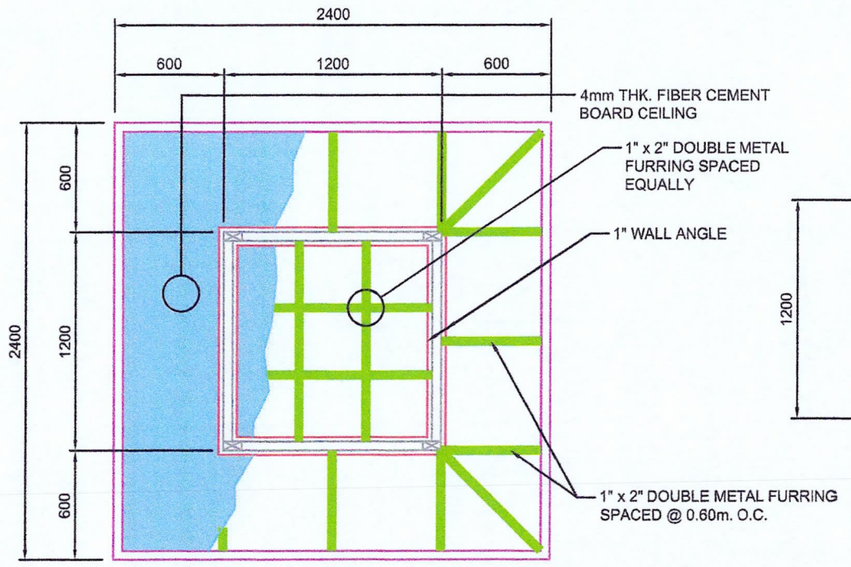
ROOF FRAMING PLAN



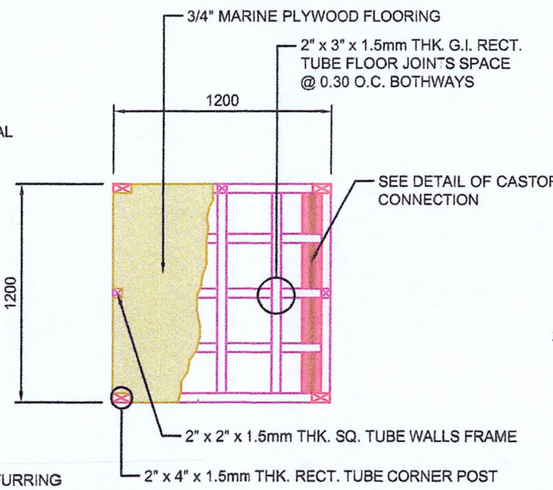
FRONT



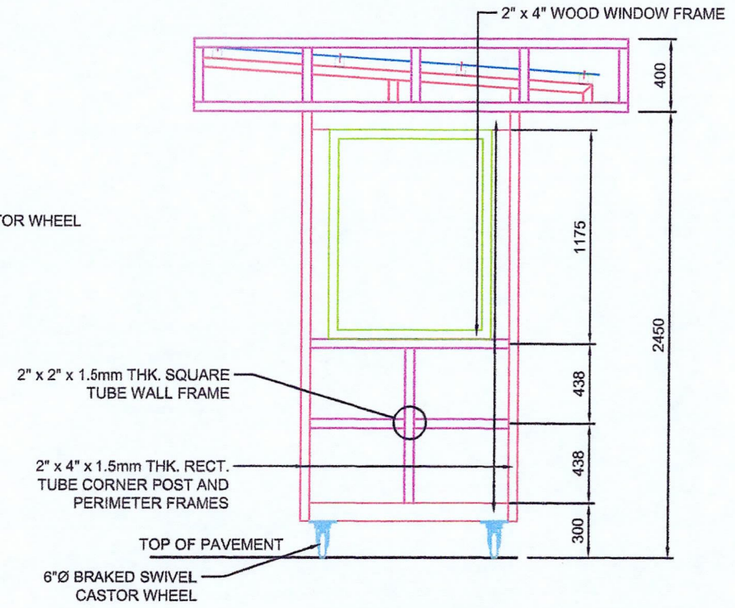
REAR ELEVATION



CEILING PLAN



FLOOR FRAMING PLAN



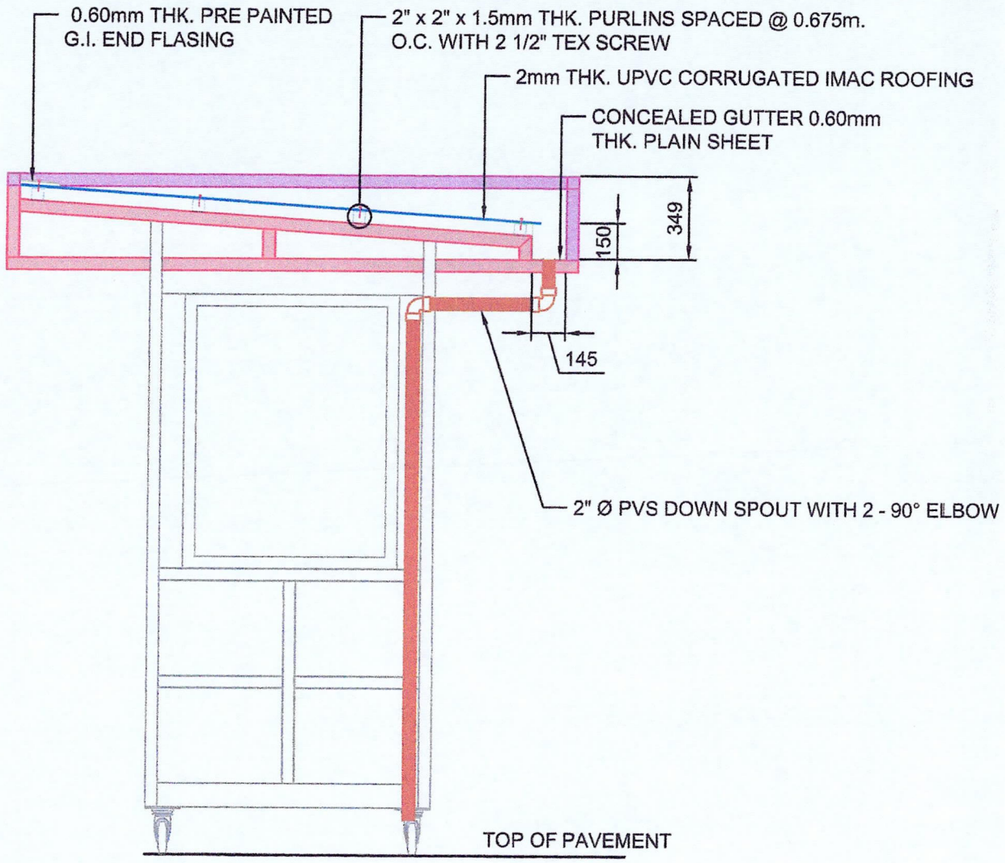
SIDE ELEVATIONS

NOTE : ALL TUBULAR FRAMES ARE PAINTED WITH RED LEAD BASE COAT AND ENAMEL BLACK PAINT FINISH

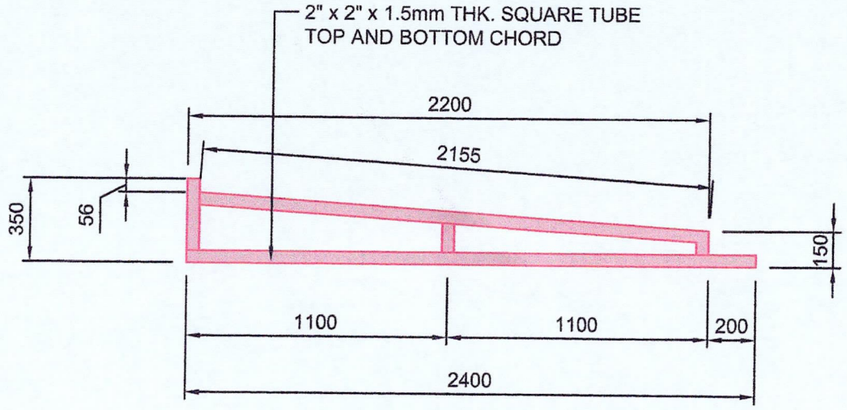
GUARD POST DETAILS

SCALE: 1 : 30 MTS.

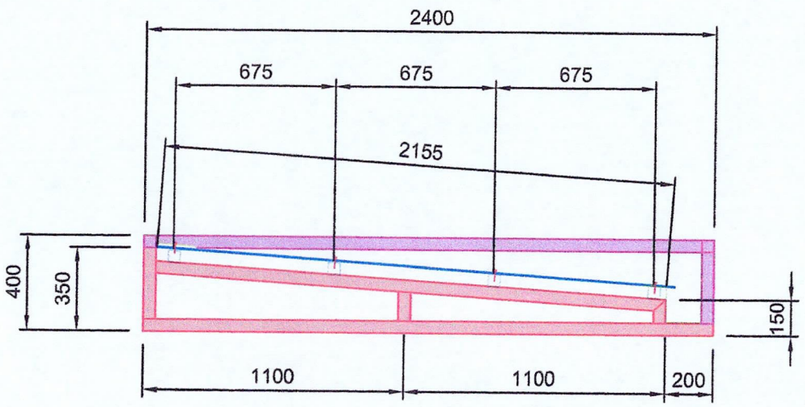
PHILIPPINE PORTS AUTHORITY PMO - NEGROS ORIENTAL / SIQUIJOR	PROJECT TITLE: **MAINTENANCE OF GUARD POST AT PMO-NOS PORTS** LOCATION: NEGROS ORIENTAL	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHIE VEL A. DE GUZMAN** Draftsman III	CHECKED BY: **JANICE A. ARAGONES** Acting Supervising Engineer	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 2/4



SECTION



RAFTER TRUSSES FRAMING PLAN



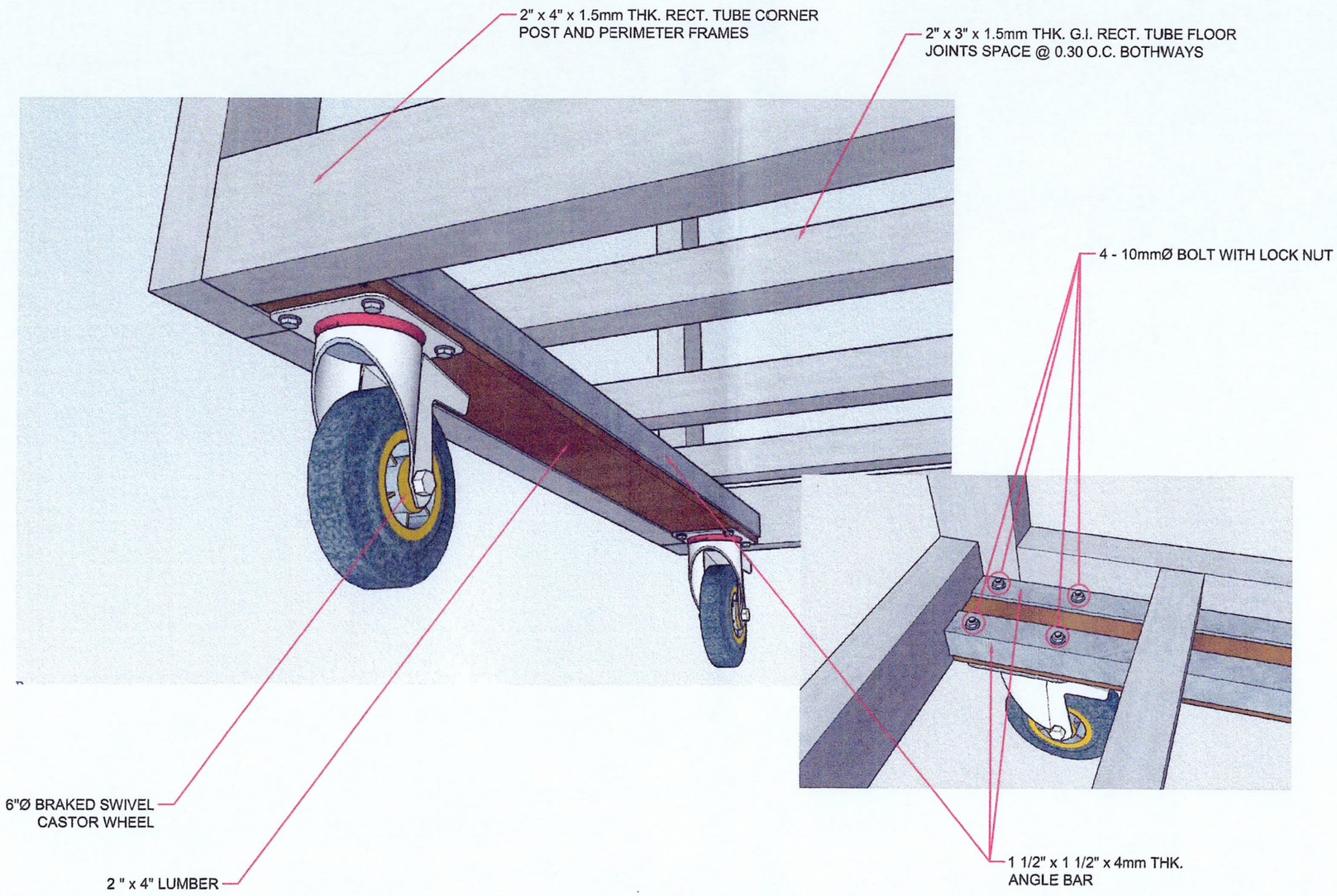
PLAN

NOTE : ALL TUBULAR FRAMES ARE PAINTED WITH RED LEAD
BASE COAT AND ENAMEL BLACK PAINT FINISH

GUARD POST ROOF TRUSSES DETAIL

SCALE: NTS.

PHILIPPINE PORTS AUTHORITY PMO - NEGROS ORIENTAL / SIQUIJOR	PROJECT TITLE: **MAINTENANCE OF GUARD POST AT PMO-NOS PORTS** LOCATION: NEGROS ORIENTAL	SHEET CONTENTS: AS SHOWN	PREPARED BY: **RITCHE VEL A. DE GUZMAN** Draftsman III	CHECKED BY: **JANICE A. ARAGONES** Acting Supervicing Engineer	RECOMMENDING APPROVAL: **HUBERT P. MITMIT** ESD Manager	APPROVED: **REY T. DEL MORO, JR.** Acting Port Manager	SHEET NO.: 3 4



CASTOR WHEEL CONNECTION DETAIL
SCALE: NTS.

PHILIPPINE PORTS AUTHORITY PMO - NEGROS ORIENTAL / SIQUIJOR	PROJECT TITLE: **MAINTENANCE OF GUARD POST AT PMO-NOS PORTS** LOCATION: NEGROS ORIENTAL	SHEET CONTENTS: AS SHOWN	PREPARED BY: RITCHIE VEL A. DE GUZMAN Draftsman III	CHECKED BY: JANICE A. ARAGONES Acting Supervicing Engineer	RECOMMENDING APPROVAL: HUBERT P. MITMIT FSD Manager	APPROVED: REYNI DEL MORO, JR. Acting Port Manager	SHEET NO.: 4 / 4