



**REQUEST FOR QUOTATION (RFQ)  
(SMALL VALUE PROCUREMENT)  
Reference: PR No. SH-9342-26**

**Date: 23 March 2026  
RFQ No.: 001-2026**

**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 provision of Purified Drinking Water 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): FOUR HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED TWENTY PESOS (PHP443,520.00)**, 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 Calculated and Responsive Bid (LCRB) 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 **10:00 a.m. on March 30, 2025 (Monday)**. The **bids will be opened at 10:30 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 Suppliers             | Annex A |
| Technical Specifications              | 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 Calculated and Responsive Bid* 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 [asmedrano@ppa.com.ph](mailto:asmedrano@ppa.com.ph)



**CIELITO M. CABARCO**

*Chairperson, Bids and Awards Committee*

**Instructions to the Suppliers**

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Technical Specifications / Project Description | <ul style="list-style-type: none"> <li>See <b>Annex B</b> for detailed technical specifications of the project.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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 <b>10:00 A.M. on March 30, 2026 (Monday)</b> . The <b>bids will be opened at 10:30 p.m.</b> on the same day.                                                                                                                                                                                                                                                                         |
| c. General Terms and Conditions                   | <ul style="list-style-type: none"> <li>By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the provision of <b>Purified Drinking Water</b>.</li> <li>Partial quotation <b>will not be permitted</b> (i.e., all items in the lot must be quoted as a whole)</li> </ul>                                                                                                                                                                                |
| d. Submission Instructions                        | <ul style="list-style-type: none"> <li>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:</li> </ul> <p>The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services<br/>2/F PMO NCR South Administration Building,<br/>South Harbor, Port Area, Manila</p> |
| e. Validity of Quotation                          | <ul style="list-style-type: none"> <li>The quotation must be valid for <b>60 calendar days</b> from submission deadline.</li> <li>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.</li> </ul>                                                                                                                                                                             |
| f. Delivery Schedule                              | <ul style="list-style-type: none"> <li>As stated in the Terms of Reference (TOR)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| g. Place of Delivery                              | <ul style="list-style-type: none"> <li>PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| h. Currency of Quotation                          | <ul style="list-style-type: none"> <li>All prices must be quoted in <b>Philippine Peso (PHP)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. Required Documents<br>(Submission in Two Envelopes) | <ul style="list-style-type: none"> <li>• <b>Envelope 1: Technical Documents</b> <ul style="list-style-type: none"> <li>❖ DTI/SEC Certificate of Registration with General Information Sheet (GIS)</li> <li>❖ Latest or 2026 Mayor's/Business Permit</li> <li>❖ PhilGEPS Registration Number (mandatory)</li> <li>❖ Income/Business Tax Return/Tax Clearance</li> <li>❖ Notarized Omnibus Sworn Statement. Template may access to this link: <a href="https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf">https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf</a></li> <li>❖ Technical Specifications as detailed in Annex "B"</li> </ul> </li> <li>• <b>Envelope 2: Financial Proposal</b> <ul style="list-style-type: none"> <li>❖ Supplier's Price Quotation /Proposal, duly signed by the bidder's authorized representative. (see Annex C)</li> </ul> </li> </ul> |
| j. Award of Contract / Purchase Order                  | <ul style="list-style-type: none"> <li>• The award criterion will be the Lowest Calculated Responsive Bid (LCRB).</li> <li>• Full submission of <b>Annex C</b> (Supplier's Price Quotation /Proposal), is required for consideration.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| k. Contract Signing                                    | <ul style="list-style-type: none"> <li>• Within 10-calendar days upon receipt of the Notice of Award</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| l. Liquidated Damages                                  | <ul style="list-style-type: none"> <li>• 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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| m. Payment Terms                                       | <ul style="list-style-type: none"> <li>• Payment will be made within fifteen (15) working days of the following month, subject to submission of: Billing Statement.</li> <li>• 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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Technical Specifications**

| <b>Technical Requirements</b>                                                                                                                                                                                                                                       | <b>Offered Technical Specifications/ Service</b> | <b>Statement of Compliance ("Comply" or "Not Comply")</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------|
| <b>1. Delivery:</b> The supplier shall deliver clean, healthy, and safe purified drinking water for PMO NCR South Office.                                                                                                                                           |                                                  |                                                           |
| <b>2. Quantity:</b> A minimum of twenty-five (25) 5-gallon water containers per day, not exceeding a maximum of 9,240 5-gallon containers over twelve months.                                                                                                       |                                                  |                                                           |
| <b>3. Dispenser Units:</b> The supplier shall provide twenty-five (25) fully functional hot and cold-water dispensers, free of charge, for the duration of the contract ( <b>please see Annex "D" – Distribution List</b> )                                         |                                                  |                                                           |
| <b>4. Maintenance:</b> Monthly maintenance checks and cleaning of the water dispensers every Monday of the 4 <sup>th</sup> week of each month, with the proof of service attested by the Head of the General Services Unit (GSU) of the RMD-Administrative Section. |                                                  |                                                           |
| <b>5. Repair and Replacements:</b> Repair or replacement of water dispenser units within the same day or, at most, the following day upon receipt of the report/call. Replacement of units within 48 hours upon determination of defective units.                   |                                                  |                                                           |
| <b>6. Water Analysis:</b> Monthly water analysis from a DOH-accredited Water Testing Laboratory (Microbiological Test). Once a year (Physicochemical Analysis).                                                                                                     |                                                  |                                                           |

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| <p><b>7. Packaging and Sealing:</b> Bottled containers must be made of food-grade Polycarbonate/Polyethylene Terephthalate (PET), High density polyethylene (HDPE) non-toxic plastic materials with re-usable plastic cap seal, and single stick peel-off hygienic seal</p> |  |  |
| <p><b>8. Pricing:</b> Each 5-gallon purified drinking water containers should not exceed forty-two pesos (PHP42.00)</p>                                                                                                                                                     |  |  |
| <p><b>9. Compliance to the National and Local Government requirements:</b> Sanitary Permit; Personnel must possess health certificate issued by DOH (e.g. hepatitis A); Water Analysis from DOH accredited Water Testing Laboratory.</p>                                    |  |  |
| <p><b>10. Installation:</b> The supplier through its representative shall setup or installed the water dispenser to make it operational in the presence of the representative from each RC.</p>                                                                             |  |  |

**DISTRIBUTION LIST: HOT & COLD-WATER DISPENSERS**

| <b>Area/ Organizational Units</b>                   | <b>No. of Dispenser/s</b> |
|-----------------------------------------------------|---------------------------|
| <b>Ground Floor</b>                                 |                           |
| 1. Administrative Section – Personnel Unit          | 1                         |
| 2. Administrative Section – Records Unit            | 1                         |
| 3. Administrative Section – General Services Unit   | 1                         |
| 4. Administrative Section – Supply Unit             | 1                         |
| 5. OPM – Marine Unit                                | 2                         |
| 6. Finance – Cashiering                             | 1                         |
| 7. Port Police Division (PPD)                       | 2                         |
| 8. OPM – Safety and Environmental Management Office | 1                         |
| <b>2<sup>ND</sup> Floor</b>                         |                           |
| 9. Office of the Port Manager (OPM)                 | 3                         |
| 10. OPM – Legal Office                              | 1                         |
| 11. OPM – Statistics Unit                           | 1                         |
| 12. Finance - VRMU                                  | 1                         |
| 13. Finance Section                                 | 1                         |
| 14. Resource Management Division (REMD)             | 1                         |
| 15. Real Estate Management Division (REMD)          | 2                         |
| 16. Office of the Commission on Audit (COA)         | 1                         |
| <b>TERMINALS</b>                                    |                           |
| 17. Terminal Management Office (TMO) Pasig          | 2                         |
| 18. Manila International Container Terminal (MICT)  | 2                         |