



BAGONG PILIPINAS



**REQUEST FOR QUOTATION (RFQ)
(SMALL VALUE PROCUREMENT)
Reference: PR No. SH-9505-26**

**Date: 06 May 2026
RFQ No.: 003-2026**

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 Conduct of Mandatory Drug Testing to All PMO NCS Organic and Contract of Service (COS) Employees C.Y. 2026 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 THOUSAND PESOS (PHP100,000.00), 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 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 May 18, 2026 (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 and Terms and Conditions:	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 fifteen (15) working days of the following month, 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 10:00 A.M. on May 18, 2026 (Monday) The bids will be opened at 10:30 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 Conduct of Mandatory Drug Testing to All PMO NCS Organic and Contract of Service (COS) Employees C.Y. 2026. - 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	As stated in the Terms of Reference (TOR)
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 (Submission in Two Envelopes)	Envelope 1: Technical Documents ❖ DTI/SEC Certificate of Registration with General Information Sheet (GIS) ❖ Latest or 2026 Mayor's/Business Permit ❖ PhilGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement. Template: https://www.gppb.gov.ph/wp-

	content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf ❖ Technical Specifications as detailed in Annex "B" ❖ Certificate of Accreditation/Certification issued by the Department of Health (DOH) • Envelope 2: Financial Proposal ❖ Supplier's Price Quotation /Proposal, duly signed by the bidder's authorized representative. (see Annex C)
j. Award of Contract / Purchase Order	• The award criterion will be the Lowest Calculated Responsive Bid (LCRB). • Full submission of Annex C (Supplier's Price Quotation /Proposal), is required for consideration.
k. Contract Signing	• Within 10-calendar days upon receipt of the Notice of Award/Purchase Order.
l. 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.
m. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of: 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.

Technical Specifications

Item	Technical Requirements	Statement of Compliance ("Comply" or "Not Comply")
1	Service Provider The service provider must be an accredited laboratory by the Department of Health (DOH) to conduct drug screening and confirmatory drug tests on illegal drugs including, but not limited to, Methamphetamine (Shabu) and Tetrahydrocannabinol (Marijuana)	
2	Mandatory Drug Tests An on-site drug screening shall be conducted on an unannounced schedule to be arranged between PMO NCR South's authorized representative(s) and the service provider. A confirmatory test shall be performed with no additional cost to the Procuring Entity (PMO NCR South) for each specimen found to be presumably positive for presence of illegal drugs specified in the TOR after the mandatory on-site screening.	
3	Scope of Test The scope of the mandatory on-site drug screening and the confirmatory test must primarily include: a. Methamphetamines (including Methamphetamine Hydrochloride) b. Cannabinoids (Tetrahydrocannabinol-THC) or Marijuana	
4	Confidentiality All details pertaining to the conduct of mandatory on-site drugs screening and confirmatory test including, but not limited to, test date or schedule and results, shall be treated with strict confidentiality . The service provider shall coordinate or disclose such details only with the authorized representative(s) of PMO NCR South.	
5	Compliance to Relevant Rules and Regulations The service provider shall ensure compliance with the rules and regulations imposed by the DOH and Dangerous Drug Board including, but is not limited to, compilation of consent and chain of custody form, adherence to the chain of custody and procedures for preserving specimens, and treatment of all medical records with strict confidentiality.	
6	Others A coordination meeting shall be conducted to discuss the schedule and arrangements of the service,	