



**REQUEST FOR QUOTATION (RFQ)
(SMALL VALUE PROCUREMENT)
Reference: PR No. SH-9514-26 & SH-9560-26**

**Date: 08 June 2026
RFQ No.: 004-2026**

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 Comprehensive Septic Tank Maintenance, Desludging, and Sanitation Services 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): TWO HUNDRED EIGHTY THOUSAND PESOS (PHP280,000.00), 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 June 15, 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

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 June 15, 2026 (Monday) The <i>bids will be opened at 10:30 A.M.</i> 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 Comprehensive Septic Tank Maintenance, Desludging, and Sanitation Services. - 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” ❖ Company Profile with at least 3 years of experience in the siphoning business ❖ DENR-EMB Accreditation or DENR Transportation Registration Certificate ❖ DOH Environmental Sanitation Clearance ❖ Environmental Compliance Certificate or Certificate of Non-Coverage of the company's facility ❖ Valid Laguna Lake Development Authority (LLDA) or DENR Discharge Permit ❖ Treatment, Sanitation and Disposal (TSD) Facility Contract • 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 possess the following: 1.1 Company Profile with at least 3 years of experience in the siphoning business 1.2 DENR-EMB Accreditation or DENR Transportation Registration Certificate 1.3 DOH Environmental Sanitation Clearance 1.4 Environmental Compliance Certificate or Certificate of Non-Coverage of the company's facility 1.5 Valid Laguna Lake Development Authority (LLDA) or DENR Discharge Permit 1.6 Treatment, Sanitation and Disposal (TSD) Facility Contract																					
2	Vacuum Truck Capacity At lease one (1) vacuum tanker with a minimum capacity of 5-10 cubic meters																					
3	Personal Protective Equipment All personnel must wear standard-compliant PPE, including Self-Contained Breathing Apparatus (SCBA) if tank entry is required.																					
4	Scope of Services The Service Provider shall undertake a "full system" approach, which includes the following tanks: <table><tr><th>Location</th><th>Tank</th><th>Dimensions (L x W x H)</th><th>Capacity (volume)</th></tr><tr><td>Baseport</td><td>Tank 1</td><td>4 m x 2.5 m x 2 m</td><td>20 m³</td></tr><tr><td>Landbank Motor Pool</td><td>Tank 2</td><td>3 m x 5 m x 1.5 m</td><td>23 m³</td></tr><tr><td>TMO Pasig</td><td>Tank 3</td><td>2.5 m x 1.5 m x 1.5 m</td><td>5.625 m³</td></tr><tr><td>TMO Pasig</td><td>Tank 4</td><td>2.5 m x 1.5 m x 1.5 m</td><td>5.625 m³</td></tr></table> 4.1 Phase I: Desludging and Siphoning 4.1.1 Mechanical Siphoning: Utilization of vacuum-sealed tankers to extract liquid and suspended solids. 4.1.2 Manual Cleaning/Scouring: Physical removal of compacted Sludge (solidified waste at the bottom) and Hardened Scum (grease/oil "cake" at the top) that cannot be removed by vacuum suction alone. 4.1.3 Total Extraction: The tank must be emptied until the floor and walls are visible to allow for a "Zero-waste" baseline. 4.1.4 Transport and disposal: Extracted wastewater and sludge shall be properly disposed of at the DENR- accredited facility. 4.2 Phase II: System De-clogging (Flow/Pipes) 4.2.1 Line Clearing: Application of high-pressure water jetting or mechanical plumbing "snakes" to clear the Inlet Pipes (from the	Location	Tank	Dimensions (L x W x H)	Capacity (volume)	Baseport	Tank 1	4 m x 2.5 m x 2 m	20 m³	Landbank Motor Pool	Tank 2	3 m x 5 m x 1.5 m	23 m³	TMO Pasig	Tank 3	2.5 m x 1.5 m x 1.5 m	5.625 m³	TMO Pasig	Tank 4	2.5 m x 1.5 m x 1.5 m	5.625 m³	
Location	Tank	Dimensions (L x W x H)	Capacity (volume)																			
Baseport	Tank 1	4 m x 2.5 m x 2 m	20 m³																			
Landbank Motor Pool	Tank 2	3 m x 5 m x 1.5 m	23 m³																			
TMO Pasig	Tank 3	2.5 m x 1.5 m x 1.5 m	5.625 m³																			
TMO Pasig	Tank 4	2.5 m x 1.5 m x 1.5 m	5.625 m³																			

	toilets to the tank) and Outlet/Effluent Pipes (from the tank to the main sewer) 4.2.2 Obstruction Removal: Identification and removal of non-biodegradable debris (e.g., wipes, plastic, or silt) blocking the flow. 4.2.3 Transport and disposal: Non-biodegradable debris shall be properly disposed of at the DENR- accredited facility. 4.3 Phase III: Sanitation and Disinfection (IMS-Environmental) 4.3.1 Chemical Treatment: Application of industrial-grade deodorizers and chlorine-based solutions to the tank interior and the immediate workspace to neutralize methane and hydrogen sulfide odors. 4.3.2 Proper housekeeping: Used PPEs, used chemical containers/bottles, and other peripheral items shall be properly cleared from the work area and disposed.	
5	Service Performance Standards The Service Provider shall adhere to the following performance benchmarks: 5.1 Visible Bottom Rule: The cleaning is not considered complete if there is still visible thick mud or solid waste on the floor and walls of the septic tank. Simply ‘pumping out the water” is insufficient. 5.2 End-to-End Flow Guarantee: The provider is responsible for the entire “path” of the waste. If the tank is emptied but the toilets in the building still do not drain properly, the provider must perform additional de-clogging of the connecting lines at no extra cost until the flow is restored. 5.3 Zero-Spill Policy: Any mess, sludge, or foul liquid spilled on the pavement or ground during the siphoning process must be cleaned, disinfected, and deodorized by the provider before leaving the site. The work area must be returned to its original state of cleanliness. 5.4 Assumption of Risks: In execution of its works, the winning bidder shall hold the PPA free from any liability and harm due to actions, damages, or accidents it may cause in the course thereof. 5.5 Complete Paperwork: The provider must provide the official Certificate of Treatment (COT). If they cannot prove where the waste was legally dumped, the project will not be considered Accepted. A Job Done report is not a sufficient basis for payment.	
6	Others A coordination shall be conducted to discuss the schedule of the service.	