



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION
PROCUREMENT OF SERVICES FOR THE CONDUCT OF
MANDATORY DRUG TEST FOR PMO NCR NORTH

DATE: July 16, 2025
P.R. NO.: NH-9663-25

RIS NO.:
Mode of Procurement:

NCRN2025-07-243
Sec. 34 Small Value Procurement

Sir/Madam:

The PPA PMO-NCR North, through its Bids and Awards Committee (BAC), invites interested suppliers/contractors to quote for the following item/s or project in accordance with the above stated procurement mode of the Implementing Rules and Regulation of the Republic Act No. 12009 also known as New Government Procurement Act.

PACKAGE NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	MANDATORY DRUG TEST , as detailed in Annex A - Item Description	₱107,000.00

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this Request for Quotation. Submit your **sealed quotation/documents** duly signed by you or your duly authorized representative not later than **July 21, 2025, 05:00 PM** to PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg. Mel Lopez Blvd., North Harbor, Tondo Manila. **Quotation/documents sent through electronic mail will not be considered.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	REMARKS
Certified True Copy or Electronic Copy with QR Code of Valid Mayor's Permit	
PhilGEPS indicating the Registration Number	
Duly Signed and Notarized Omnibus Sworn Statement "Annex C"	

For any clarification, you may contact us at Telephone No. 8241-3858 or email address at bac.ncrn@gmail.com


FRANCIS ALDRICH A. RUBIO
BAC Chairperson

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form;
2. **Partial Quotation is not permitted.**
3. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least **sixty (60) calendar days** from receipt of quotation and shall be binding upon the supplier within the period;
4. Delivery period shall be within **seven (7) working days** from receipt of Notice of Award/Purchase Order;
5. The P.O. shall be awarded to the Lowest Calculated Responsive Bid (LCRB), Highest Rated Responsive Bid (HRRB), Most Economically Advantageous Responsive Bid (MEARB), (Most Advantageous Responsive Bid) MARB or, at the discretion of the BAC whichever is **most advantageous to the government**. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
6. Terms of payment is within **thirty (30) working days** from date of actual and complete delivery, acceptance by the end-user/s and upon submission of the required complete supporting documents;
7. Bidders shall submit the quotations together with the technical brochures of the products being offered, if applicable;
8. Quotation lacking the requested information in this RFQ or clearly failing to meet the RFQ requirements may be disregarded;
9. The delivery of the item/s must be on the scheduled date and time of the PMO-NCN and shall be acknowledged upon inspection to confirm the compliance with the technical specifications;
10. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered sales invoice;
11. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC;
12. In case of delay and default, the supplier shall be charged liquidated damages amounting to 1/10 of 1% of the cost of delayed service for every day of delay, pursuant to Sec. 98 of the IRR-A of R.A. 12009;
13. In case of failure to deliver or capricious and whimsical refusal to accept the award / purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier; and
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	ITEM DESCRIPTION /SPECIFICATION	QTY	UOM	UNIT PRICE	TOTAL COST	BRAND/ MODEL OFFERED
1	Procurement of Services for the Conduct of Mandatory Drug Test for PMO NCR North Personnel <i>See attached Terms of Reference (TOR) – Annex "B"</i>	1	lot			

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
One Hundred Seven Thousand Pesos Only (P107,000.00)	PACKAGE	1	MANDATORY DRUG TEST
Total Price inclusive of VAT and other applicable charges in Figures:			
Total Price inclusive of VAT and other applicable charges in Words:			

Company Name:			TIN:	
Company Full Address:				
Email:		Contact No.:		
Name of Authorized Representative:		Position / Designation:		
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company above in event that the quotation is accepted.				
Printed Name and Signature of the Bidder				