

**INVITATION FOR SUBMISSION OF QUOTATION
(REQUEST FOR QUOTATION)**

1. The Philippine Ports Authority, Port Management Office-NCR North through its Bids and Awards Committee invites Consultant/Preparer, to submit bid/quotation for the hereunder project:

A. Name of Project	Preparation of the Requirement and the Procurement of an Environmental Compliance Certificate (ECC) from DENR for the Proposed Rehabilitation and Upgrading of Existing Berth and Back-up Area @ Pier18, Vitas, Tondo, Manila
B. Procurement Mode	Small Value Procurement – Sec. 53.9 of the IRR of RA 9184
C. Scope of the Contract	Supply manpower services and all expenses to complete the preparation of the requirements in the filing and securing of an Environmental Compliance Certificate (ECC) with the DENR.: <i>Survey Data (Data Collection, Site Survey and Investigation); Sampling and Laboratory Testing (Assessment, Effluent Water Sampling and Testing); Preparation of Environmental Performance Report and Management Plan (EPRMP) and Acquisition of Environmental Compliance Certificate (ECC); (Preparation of EPRMP/Review by PPA/Submission to DENR/Attends meeting and review sessions/Follow-up Application including Fees and Penalties, Acquisition of ECC)</i>
D. Approved Budget for the Contract	Php 341,600.00

2. The duly accomplished Bid Form and the following documents must be placed in a sealed envelope, in three (3) copies each, duly signed/certified true copy by the bidder or duly authorized representative and submitted in accordance with Item No. 4 hereof:

Envelope 1: Technical Information/Documents

- a) Valid DENR-EMB Accreditation or Certification
- b) Valid BIR Certificate of Registration/TIN
- c) PhilGEPS Registration Number
- d) Income and Business Tax Returns
- e) Company Profile
- f) Curriculum Vitae (Form 2)
- g) Duly signed List of Completed and On-going Contracts (Form 3)
- h) Notarized Omnibus Sworn Statement (Form 4)
- i) Duly signed Approach, Work plan and Schedule

Envelope 2: Financial Proposal

- a) Bid Offer/Bid Form (Form 1)
- b) Detailed Cost Estimates

Non-submission of the above required documents shall be a ground for disqualification.

Original copies of documents should be presented during the conduct of the scheduled Post-qualification. Failure to comply with the presentation of the original copies of required documents shall mean disqualification and the BAC shall conduct the Post-qualification of the next bidder with the Lowest Calculated Bid (LCB).

3. Bidding documents may be purchased by interested Bidders starting **December 4, 2018** from the address below during working days from 8:00 A.M.- 5:00 P.M. and upon payment of nonrefundable fee in the amount of Php500.00 (inclusive VAT) in the form of cash to the PMO-NCR North Cashier. The bidding documents shall be received personally by the prospective Bidder or his authorized representative.
4. Bid/Quotation must be delivered on or before **5:00 P.M. of December 10, 2018** at the Bids and Awards Committee (BAC) Secretariat, PMO-NCR North Administration Building, Radial Road 10, North Harbor, Tondo, Manila addressed to Mr. Orville Odicta, BAC Chairperson. Late bids shall not be accepted.
5. Opening of bids will immediately follow at **10:00 A.M. of December 11, 2018** at the Conference Room, PMO-NCR North Administration Building, Radial Road 10, North Harbor, Tondo, Manila.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Consultant/Preparer or his/her authorized representative.
7. Prospective bidder shall be a duly licensed Filipino citizen/sole proprietorship, partnership, corporation, cooperative duly organized under the laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino business partner.
8. Award of Contract shall be given to the lowest submitted quotation.
9. PMO-NCR North reserves the right to reject any or all quotations at any time prior to award of the project/contract without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
10. For further information, you may contact the BAC Secretariat at telephone No.245-2929.

(SGD) ORVILLE ODICTA

Chairperson, Bids and Awards Committee
For PMO-NCR North

*Period of Posting in the PhilGEPS, PPA Websites and PPA Bulletin Board: **December 4-10, 2018***