



REQUEST FOR QUOTATION

Date: 12 February 2026
RFQ No.: RFQ-AD-2026-001

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No. _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB)** through its Bids and Awards Committee (BAC), intends to procure the project, **Upkeeping of Green Areas, Roads, Yards and Pavement** with an Approved Budget for the Contract of **Nine Hundred Ninety Eight Thousand Eight Hundred Thirty Eight Pesos (Php 998,838.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Award Committee (BAC) Chairperson and to the given address below, on or before **9:00 AM of 19 February 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

Interested service provider **SHALL ALSO SUBMIT A COPY OF THE FOLLOWING DOCUMENTS ALONG WITH THE QUOTATION** on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business permit**
- b. **PhilGEPS Registration Number (Platinum or Registration Certificate)**
- c. **Income/Business Tax Return**
- d. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarize Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-
- e. **Duly conformed Terms of Reference (Annex "A")**

The Head of the Procuring Entity (HoPE) of the Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB) reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact Ms. Joemalyn R. Abarquez, Head of BAC Secretariat at (043)723-0164 or send email to pmobatangasbacsec@gmail.com



ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas-Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the FRQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provision including manifesting on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **ALL technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at pmobatangasbacsec@gmail.com
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PMO Batangas-Bids and Awards Committee shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA-PMOB. The delivery of the items/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA-PMOB may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
12. 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.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Upkeeping of Green Areas, Roads, Yards and Pavement		
Minimum Technical Specifications	Quantity	Statement of Compliance ("Comply" or "Not Comply") for each requirement/specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification		
Upkeeping of Green Areas, Roads, Yards and Pavement, Port of Batangas Scope of Work: 1.Grass cutting and lawn mowing; 2.Street sweeping of cut grass and other foreign objects to be placed in garbage bag 3.Trimming of grasses, plants and trees 4.Planting of trees (labor only) 5.Watering of grasses, plants and tress if necessary 6.Soil cultivation 7.Spraying of insecticides if necessary 8.Such other work necessary and desirable for the cleanliness, beautification and maintenance of the areas covered	1 Lot	
Technical Requirements:		
Manpower Complement		
1.Pollution Control Officer/Safety Officer -1		
2.Foreman -1		
3.Gardener/Street Sweeper/Helper -10		
Owned Equipment		
1.Power Scythe including consumables (i.e. equipment rental, maintenance, lubricants, fuel, blades, etc. – 5 units		
2.Stake truck including consumables (i.e. equipment rental, maintenance, lubricants, fuel, etc.) – 1 unit		
Materials:		
1.Broom with long handle-25 pcs		
2.Heavy Duty dustpan-20 pcs		
3.Garden Tools-10 sets		
4.Steel sprinkler sets-6 sets		
5.Two-wheel buggy-4 pcs		
6.Garbage Bag-1 lot		
7.Reflectorized Vest & Other Safety Gears-1 lot		
8.Safety Devices (barricades, warning signs and other appropriate tools)-1 lot		
9.Medical and First Aide System-1 lot		
Performance Security: To guarantee the faithful performance of the Winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms: Cash, certified check, cashier's check, managers check, bank draft or irrevocable letter of credit – Five Percent (5%) Bank Guarantee- Five Percent (5%) Surety Bond - Thiry Percent (30%)		
Contract Duration: Two (2) months		
Note: Please see/refer to attached Terms of Reference for additional details (Annex "A")		

PARAMETERS FOR PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the CONTRACTOR of all its undertaking defined and provided for under this Terms of Reference (TOR) and contract documents the Authority agrees to pay the amount prescribed on the agreement which shall be inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the following supporting documents:

- Monthly Detailed Computation
- Pictures taken during actual work
- Daily Time Record (DTR)

Any or all payment/s to be made shall be subject to existing accounting and auditing rules and regulations.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **“0”** if item being offered is for free.

Upkeeping of Green Areas, Roads, Yards and Pavement	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Ninety-Eight Thousand Eight Hundred Thirty-Eight Pesos (Php 998,838.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

TERMS OF REFERENCE

Annex "A"

FOR THE PROCUREMENT OF SERVICES FOR THE UPKEEPING OF GREEN AREAS, ROADS, YARDS, AND PAVEMENT PORT OF BATANGAS, BATANGAS CITY

1. INTRODUCTION

This Terms of Reference (TOR) shall serve as guide to the parties interested in participating in the procurement of services for the **Upkeeping of Greens Areas, Roads, Yards, and Pavement, Port of Batangas, Batangas City**.

2. OBJECTIVES

- 2.1 To maintain cleanliness of areas/vicinity at the Port of Batangas, excluding those managed, leased and operated by other entities;
- 2.2 To assist and promote the thrust of the Department of Environment and Natural Resources in the advocacy campaign ensuing awareness, appreciation and participation in the clean and green project for a betterment of the environment; and
- 2.3 To engage the services of a competent contractor for **Upkeeping of Green Areas, Roads, Yards, and Pavement, Port of Batangas, Batangas City** in accordance with Republic Act No. 12009 and its Implementing Rules and Regulations.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **NINE HUNDRED NINETY EIGHT THOUSAND EIGHT HUNDRED THIRTY EIGHT PESOS (Php 998,838.00), PHILIPPINE CURRENCY** inclusive of VAT.

4. SCOPE OF UNDERTAKING

4.1 Areas Covered.

The areas covered are the following:

- 4.1.1 Access Roads
- 4.1.2 Road Islands
- 4.1.3 Open Canal Green Area
- 4.1.4 Port Monument (Phase II) and Adjacent Green Area
- 4.1.5 Green Area beside PPA Administration Building
- 4.1.6 PMOB Guest House
- 4.1.7 Garden Backyard of PPD Headquarters
- 4.1.8 Main Gate Area
- 4.1.9 Hazard Waste Facility Area
- 4.1.10 Archive Building Area

4.2 Scope of Work

- 4.2.1 Grass cutting and lawn mowing;
- 4.2.2 Street sweeping of cut grass and other foreign objects to be placed in garbage bag;
- 4.2.3 Trimming of grasses, plants and trees;
- 4.2.4 Planting of trees (labor only);
- 4.2.5 Watering of grasses, plants and trees if necessary;
- 4.2.6 Soil cultivation;
- 4.2.7 Spraying of Insecticides if necessary; and
- 4.2.8 Such other work necessary and desirable for the cleanliness, beautification and maintenance of the areas covered;

5. TECHNICAL REQUIREMENTS

5.1 Manpower Complement

5.1.1 Upkeeping of Green Areas, Roads, Yards and Pavement

- 5.1.1.1 Pollution Control Officer/Safety Officer - 1
- 5.1.1.2 Foreman - 1
- 5.1.1.3 Gardener/Street Sweeper/Helper - 10

5.2 Owned Equipment

- 5.2.1 Power Scythe including consumables. - 5 units
(i.e. equipment rental, maintenance, lubricants, fuel, blades, etc.)
- 5.2.2 Stake truck including consumables (i.e. equipment rental, maintenance, lubricants, fuel, etc.) - 1 unit

5.3 Materials

- 5.3.1 Broom with long handle - 25 pcs
- 5.3.2 Heavy duty dustpan - 20 pcs
- 5.3.3 Garden Tools - 10 sets
- 5.3.4 Steel sprinkler sets - 6 sets
- 5.3.5 Two-wheel buggy - 4 pcs
- 5.3.6 Garbage bag - 1 lot
- 5.3.7 Reflectorized Vest & other Safety Gears - 1 lot
- 5.3.8 Safety Devices (barricades, warning signs and other appropriate tools) - 1 lot
- 5.3.9 Medical and First Aid System - 1 lot

6. TERMS AND CONDITIONS

6.1 Obligations and Responsibilities of the Contractor

- 6.1.1 Sees to it that all works mentioned in scope of work are accomplished within the time specified therein;

- 6.1.2 Upkeeping of green areas, roads and pavements shall be manned for (8) hours daily with one (1) hour noon break from Monday to Friday for two (2) months.
- 6.1.3 Employees assigned to perform the services shall wear complete Uniform and Personal Protective Equipment (PPE) required. They shall at all times wear their Identification Card and Port Access Pass;
- 6.1.4 Pay the salaries of their employees and provide them the benefits provided by existing laws and regulations;
- 6.1.5 Pay taxes in full and on time. Failure to do so will entitle the PPA to suspend payment for any services rendered by the Contractor;
- 6.1.6 No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Contractor;
- 6.1.7 The Contractor agrees and binds itself to hold PPA free and blameless from and damage, claims, liabilities or legal actions which may be brought by any third party whomsoever by reason of this Contract;
- 6.1.8 The Contractor shall strictly comply with all existing PPA rules and regulations, policies and guidelines;
- 6.1.9 The Contractor shall provide personnel, as stated under Manpower Complement of this TOR, that posses the following qualifications requirement;
- 6.1.9.1 Should be physically fit to work;
- 6.1.9.2 Should be able to read and write;
- 6.1.9.3 Must be of good moral character; and
- 6.1.9.4 Should not have been convicted for a capital offense.

6.2 PERFORMANCE SECURITY

To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Performance Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

6.3 RIGHTS AND AUTHORITY OF PHILIPPINES PORTS AUTHORITY

- 6.3.1 Grant the Contractor the sole and exclusive Contract for the **Upkeeping of Green Areas, Roads, Yards, and Pavement, Port of Batangas, Batangas City** within its vicinity subject to the scope of undertakings to be prescribed thereafter.

6.3.2 PPA may cause the removal /change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.

7. PARAMETERS FOR PAYMENT

7.1 For in consideration of the full, satisfactory, and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay the amount prescribed in the agreement which shall be inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the following supporting documents;

- 7.1.1 Monthly Detailed Computation;
- 7.1.2 Pictures taken during actual work;
- 7.1.3 Daily Time Record (DTR);

7.2 Any or all payment/s to be made shall be subject to existing accounting and auditing rules and regulations.

8. DURATION OF CONTRACT

The duration of the Contract shall be for a period of Two (2) months.

9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through **Small Value Procurement** in accordance with Sec. 34 IRR of RA 12009.

Recommending Approval:


MARGARITA EMELYN B. VILLAMOR

End-User / Division Manager A, Administrative Division

Approved by:


AURORA A. MENDOZA

Port Manager

Conforme:

(Signature over Printed Name of
Authorized Signatory/Representative)