



REQUEST FOR QUOTATION

Date: 12 February 2026
RFQ No.: RFQ-AD-2026-003

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, **Supply of Manpower, Tool/Equipment and Provision of Basic & Specialized PPE for the Collection, Transport, Treatment and Disposal of Generated Hazardous Wastes at PMO Batangas** with an Approved Budget for the Contract of **Two Hundred Fifty Thousand Pesos (Php 250,000.00)** 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. **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-
- d. **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:

Supply of Manpower, Tool/Equipment and Provision of Basic & Specialized PPE for the Collection, Transport, Treatment and Disposal of Generated Hazardous Wastes at PMO Batangas			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply") for each requirement/ specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
Scope of Works			
1. The hazardous wastes for hauling, transport, treatment, and disposal are on the list below: HW No. M506 - Waste Electrical and Electronic Equipment	2,465.45 kg		
HW No. D406 - Lead Acid Battery	199.4 kg		
HW No. D506 - Ink Cartridge	112.4 kg		
HW No. D407- Busted Fluorescent Lamps	107 kg		
HW No. I104- Oil Filters	33.3 kg		
HW No. M507- Ignitable Materials, Matches and Lighters	118 kg		
HW No. M507- Flammable Liquids, Paint Thinner	152.3 kg		
HW No. M507- Flammable Materials, Butane Spray Paints	376.5 kg		
HW No. J201- Liquefied Petroleum Gas, Gas Tank	374.2 kg		
HW No. I101 - Used Oil	51 kg		
2. Assist in the securing of the Permit to Transport (PTT) from DENR-EMB to transport the hazardous wastes from Waste Generator's location to its designated TSD Facility. The ABC shall cover the Permit Application Fee			
3.Notify DENR of the scheduled hauling			
4.Provide the Waste Generator with the following documents prior to hauling: - o Copy of Emergency Contingency Plan/Spill Response Plan - o Original Hazardous Waste Manifest Form - o Copy of DENR-issued TSD Registration Certificate - o Copy of HW Transporter Registration Certificate - o Copy of TSD Facility Environmental Compliance Certificate (ECC)			
5.Haul / pick up the hazardous wastes, where: Hauling activities shall be done by personnel provided by the Service Provider Loading the hazardous wastes to the transport vehicle and ensuring the limit of the vehicle complies with the requirements prescribed by DENR/ LTO			
Technical Requirements			
The Service Provider shall provide sufficient manpower to perform the following tasks, in the presence of the Pollution Control Officer: Use weighing equipment to weigh the items which were approved for disposal by the PCO. Use own tools and equipment, service vehicle/s to haul and transport hazardous wastes from the port premises to Treatment, Storage and Disposal (TSD) Facility; and Clean and decontaminate the area where the wastes were temporarily stored after hauling the previously stored hazardous wastes.			

Provide, at his own expense, the following Personal Protective Equipment (PPE) to haulers/workers: Working gloves Dust masks Supporters Safety shoes Hard Hat (when needed) Hazmat Suit (when needed)			
Supervise or provide supervision over his workers/haulers/drivers to ensure that all the necessary safety rules and precautions are observed to prevent mishaps in handling, hauling and in transporting the hazardous wastes from the port premises to TSD facility			
At his own expense, provide appropriate transport vehicles which have warning signs, and other proper markings, and complying with the requirements and regulations of the DENR, Land Transportation Office, and with other applicable laws, rules, and regulations to transport said hazardous wastes from the BSP premises to TSD facility, in compliance with DENR Administrative Order (DAO) No. 36, Series of 2004			
Ensure that the authorized driver keeps the following in the vehicle during transport: HW Manifest Permit to Transport (PTT) Emergency preparedness and response (EPR) plan and equipment Communication equipment Approved route from Generator to TSD Facility			
Provide appropriate containers to avoid mixing of wastes during transport, trans-shipment, and storage			
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 - Thirty Percent (30%)			
Contract Duration: Within sixty (60) days from receipt of the wastes, the TSD facility shall fill in the required portion in the Manifest Form and issue the Certificate of Treatment (COT) to the HW Generator			
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 Service Provider 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 signed inclusive of 12% Value Added Tax after submission of Certificate of Treatment (COT).

Any or all payment/s to be made shall be subjected 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.

Supply of Manpower, Tool/Equipment and Provision of Basic & Specialized PPE for the Collection, Transport, Treatment and Disposal of Generated Hazardous Wastes at PMO Batangas	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Two Hundred Fifty Thousand Pesos (Php 250,000.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

TERMS OF REFERENCE

Annex “A”

Supply of Manpower, Tool/Equipment and Provision of Basic & Specialized PPE for the Collection, Transportation, and Disposal Treatment of Hazardous Waste at PMO Batangas

1.0 RATIONALE

Hazardous waste is both lethal to the environment and human health due to its inherent characteristics of being toxic, reactive, corrosive and ignitable. It causes severe impacts to our everyday life through water contamination, air pollution, soil degradation, and potential spread of diseases particularly when handling, storage, and disposal practices are not properly implemented.

The intricate nature and chronic effects of hazardous waste not just on human beings but to all living organisms require government intervention to ensure its proper management and to guarantee safety of the populace and the environment. Aside from government, the roles portrayed by hazardous waste generators, transporters and treaters are also vital to guarantee safe and effective, transport, treatment and disposal of hazardous waste.

In the Philippines, Republic Act 6969, otherwise known as the Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 is the prime policy that regulates hazardous wastes using cradle-to-grave approach. Its Implementing Rules and Regulations are embodied in DENR Administrative Order No. 2013-22 which provide specific provisions for hazardous waste generators, transporters, treaters, TSD facility, labeling requirements, personnel training, contingency program and monitoring, among others.

Pursuant to these policies, the Philippine Ports Authority – Port Management Office Batangas (PPA-PMO BGS) was able to obtain its Generator's Registration Certificate No. OL-GR-R4A-10-012792 on 15 April 2021. In furtherance of compliance with the said policies, PPA-PMO BGS intends to implement hauling, treatment and disposal of its generated hazardous waste with a competent service provider through a public bidding process.

This Terms of Reference (TOR) shall serve as guide to the parties interested to participate in the procurement of services for the **Supply of Manpower, Tool/Equipment and Provision of Basic & Specialized PPE for the Collection, Transportation, and Disposal Treatment of Hazardous Waste at PMO Batangas**.

2.0 OBJECTIVES

It is the objective of this procurement to assist and promote the thrust of the Department of Environment and Natural Resources (DENR) in the advocacy campaign regarding the safe and effective transport, treatment and disposal of hazardous waste. Specifically, the objectives of this undertaking are as follows:

- 2.1 To comply with the requirements of Republic Act 6969 or the Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990 and its IRR for the safe transport, treatment and disposal of hazardous waste generated within the port premises;

- 2.2 To comply with the Online Hazardous Waste Management System;
- 2.3 To safely transport the hazardous waste to the Transport, Treatment and Storage (TSD) Facility for proper treatment in an environmentally sound manner; and
- 2.4 To respond as per emergency preparedness and spill response plan.

3.0 APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **TWO HUNDRED FIFTY THOUSAND PESOS (Php 250,000.00), PHILIPPINE CURRENCY** inclusive of VAT.

4.0 SCOPE OF WORKS

- 4.1 The hazardous wastes for hauling, transport, treatment, and disposal are in the list below:

Item	HW No.	HW Class	Quantity	Unit
1	M506	Waste Electrical and Electronic Equipment	2,465.45	kg
2	D406	Lead Acid Battery	199.4	kg
3	D506	Ink Cartridge	112.4	kg
4	D407	Busted Fluorescent Lamps	107	kg
5	I104	Oil Filters	33.3	kg
6	M507	Ignitable Materials, Matches and Lighters	118	kg
7	M507	Flammable Liquids, Paint Thinner	152.3	kg
8	M507	Flammable Materials, Butane Spray Paints	376.5	kg
9	J201	Liquefied Petroleum Gas, Gas Tank	374.2	kg
10	I101	Used Oil	51	kg

- 4.2 The Service Provider's specific scope of works shall be as follows:

- 4.2.1. Assist in the securing of the Permit to Transport (PTT) from DENR-EMB to transport the hazardous wastes from Waste Generator's location to its designated TSD Facility. The ABC shall cover the Permit Application Fee;
- 4.2.2. Notify DENR of the scheduled hauling;
- 4.3.3. Provide the Waste Generator with the following documents prior to hauling:
- 4.3.3.1 Copy of Emergency Contingency Plan/Spill Response Plan
 - 4.3.3.2 Original Hazardous Waste Manifest Form
 - 4.3.3.3 Copy of DENR-issued TSD Registration Certificate
 - 4.3.3.4 Copy of HW Transporter Registration Certificate
 - 4.3.3.5 Copy of TSD Facility Environmental Compliance Certificate (ECC)

- 4.3.4 Haul / pick up the hazardous wastes, where:
 - 4.3.4.1 Hauling activities shall be done by personnel provided by the Service Provider
 - 4.3.4.2 Loading the hazardous wastes to the transport vehicle and ensuring the limit of the vehicle complies with the requirements prescribed by DENR/ LTO
- 4.3 Transport the hazardous wastes from Waste Generator's location to its TSD Facility;
- 4.4 Treat the hazardous wastes;
- 4.5 Dispose the treated wastes to a DENR-EMB-approved sanitary landfill or disposal facility, whichever is applicable; and
- 4.6 Provide/submit to the Waste Generator the following documents:
 - 4.6.1 Original Certificate of Treatment
 - 4.6.2 Certificate of Final Disposal, if applicable
 - 4.6.3 Statement of Account/ Billing Invoice, for payment processing

5.0 TECHNICAL REQUIREMENTS

- 5.1 The Service Provider shall provide sufficient manpower to perform the following tasks, in the presence of the Pollution Control Officer:
 - 5.1.1. Use weighing equipment to weigh the items which were approved for disposal by the PCO.
 - 5.1.2 Use own tools and equipment, service vehicle/s to haul and transport hazardous wastes from the port premises to Treatment, Storage and Disposal (TSD) Facility; and
 - 5.1.3 Clean and decontaminate the area where the wastes were temporarily stored after hauling the previously stored hazardous wastes.
- 5.2 Provide, at his own expense, the following Personal Protective Equipment (PPE) to haulers/workers:
 - 5.2.1 Working gloves
 - 5.2.2 Dust masks
 - 5.2.3 Supporters
 - 5.2.4 Safety shoes
 - 5.2.5 Hard Hat (when needed)
 - 5.2.6 Hazmat Suit (when needed)
- 5.3 Supervise or provide supervision over his workers/haulers/drivers to ensure that all the necessary safety rules and precautions are observed to prevent mishaps in handling, hauling and in transporting the hazardous wastes from the port premises to TSD facility.
- 5.4 At his own expense, provide appropriate transport vehicles which have warning signs, and other proper markings, and complying with the requirements and regulations of the DENR, Land Transportation Office, and with other applicable laws, rules, and regulations to transport said hazardous wastes from the BSP premises to TSD facility, in compliance with DENR Administrative Order (DAO) No. 36, Series of 2004.

- 5.5 Ensure that the authorized driver keeps the following in the vehicle during transport:
 - 5.5.1 HW Manifest
 - 5.5.2 Permit to Transport (PTT)
 - 5.2.3 Emergency preparedness and response (EPR) plan and equipment
 - 5.2.4 Communication equipment
 - 5.2.5 Approved route from Generator to TSD Facility
- 5.6 Provide appropriate containers to avoid mixing of wastes during transport, trans-shipment, and storage

6.0 DURATION OF CONTRACT

Within sixty (60) days from receipt of the wastes, the TSD facility shall fill in the required portion in the Manifest Form and issue the Certificate of Treatment (COT) to the HW Generator.

7.0 TERMS AND CONDITIONS

7.1 Obligations and Responsibilities of the HW Transporter

Ensure that the HW are transported from HW Generator to the contracted HW TSD Facility in a timely manner using a conveyance system previously approved by EMB and driven by a designated driver with appropriate competency on HW management.

7.2 Obligations and Responsibilities of the HW TSD Facility

Ensure that hazardous wastes are treated until they are rendered non-hazardous based on the previously approved process by EMB to be substantiated through a Certificate of Treatment (COT) issued within 60 days from acceptance of the HW.

7.3 The Service Provider agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought by any third party whomsoever by reason of this Contract.

7.4 The Service Provider shall strictly comply with all existing PPA rules, regulations, policies and guidelines.

7.5 Prior to the conduct of actual services, the Service Provider shall inform the PPA representative of its schedule of service to be undertaken at least three (3) days before the scheduled service.

7.6 No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Service Provider. The PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the Service Provider whether or not occurring during the performance of their duties. The Service Provider agrees and binds itself to indemnify the PPA for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or

conduct of the Service Provider arising out of or in connection with or on the occasion of the performance of this Agreement.

- 7.7 The Service Provider shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulations and binds itself to save and hold PPA free and harmless from any and all liabilities, losses, damages, judgements, fines and penalties arising from and by reason of this Terms of Reference (TOR) and its implementation.
- 7.8 To guarantee the faithful performance of the winning Service Provider of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of 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%)

- 7.9 The amount of liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract/purchase order, PPA shall rescind the contract/purchase order, without prejudice to other courses of action and remedies open to it.

7.10 Rights and Authority of Philippine Ports Authority

- 7.10.1 Grant the Service Provider the sole and exclusive contract for the **Supply of Manpower, Tool/Equipment and Provision of Basic & Specialized PPE for the Collection, Transportation, and Disposal Treatment of Hazardous Waste at PMO Batangas** within its vicinity subject to the scope of undertaking prescribed under this Terms of Reference.

- 7.10.2 PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the Service Provider.

8.0 PARAMETERS FOR PAYMENT

- 8.1 For and in consideration of the full, satisfactory and faithful performance by the Service Provider 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 signed inclusive of 12% Value Added Tax after submission of Certificate of Treatment (COT).
- 8.2 Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

9.0 PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Alternative Mode of Procurement particularly 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)