



REQUEST FOR QUOTATION

Date: 11 March 2026

RFQ No.: RFQ-AD-2026-006 (Rebidding)

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 and Delivery of Purified Drinking Water for PMO Batangas** with an Approved Budget for the Contract of **Two Hundred Forty Two Thousand Pesos (Php 242,000.00)** 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 17 March 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 Red Registration)**
- c. **Notarized Omnibus Sworn Statement**, 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 RFQ, 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. **Partial quotations will not be permitted; all items must be quoted in full.**
3. 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.
4. Price quotation/s must be valid for a period of **FORTY (45) calendar days** from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. All delivered items shall be inspected by the PPA Inspection Team on the scheduled date and time at the **PPA Administration Building, PMO Batangas**. Delivery shall be acknowledged only upon verification that the items comply with the required technical specifications.
11. Payment shall be made through check. Processing of the same shall be upon delivery and submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
12. 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-PMO Batangas may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
13. 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.
14. 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 and Delivery of Purified Drinking Water for PMO Batangas			
Minimum Technical Specifications	Quantity	Bidder's Actual 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. Delivery of purified drinking water which has undergone Water Purification process with a minimum of Twenty-Four (24) stages	Purified Drinking Water (5-gallon round container and slim container with faucet) (clean and clear containers) Weekly basis or per order of PPA PMOB Not to exceed 6,050 Jugs		
2. Provision of hot and cold compressor cooling water dispenser (clean and in good working condition)	25 Units for 1 Year/12 months <i>(Please see details in Item 4.6 of the attached TOR)</i>		
3. Maintenance and cleaning of water dispensers on a monthly basis or per advise from PPA authorized representative, free of charge	monthly basis or per advise from PPA authorized representative		
4. Delivery during Office Hours, Monday to Sunday, between 8:00 AM to 5:00 PM, as requested by any of the divisions/offices mentioned in Item 4.6 of the attached TOR	Monday to Sunday between 8:00 AM to 5:00 PM		
5. Such other work necessary to ensure efficient delivery of the project	-		
Technical Requirements			
Attached a valid proof that the quality of processed water passed the Philippine National Standards for Drinking Water (PNSDW) as certified by DOH-accredited laboratory	<i>Please attached a proof/supporting documents</i>		
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%)	Select one (1) from the given options		
Contract Duration: Twelve (12) months from the date of execution of contract			
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 SUPPLIER of all its undertaking defined and provided for under this Terms of Reference (TOR), the Authority agrees to pay the amount prescribed on the agreement signed 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:

- Statement of Account;
- Delivery Receipt and Invoice duly signed by PPA representative;
- Result of monthly laboratory analysis from DOH-accredited laboratory;

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 and Delivery of Purified Drinking Water for PMO Batangas	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Two Hundred Forty Two Thousand Pesos (Php 242,000.00)	In words: _____
	In figures: _____ _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR PMO BATANGAS Annex "A"

1. INTRODUCTION

This Terms of Reference (TOR) shall serve as guide to the parties interested to participate for the **Supply and Delivery of Purified Drinking Water for PMO Batangas**.

2. OBJECTIVES

- 2.1. To ensure continuous supply of clean purified drinking water for PMO Batangas; and,
- 2.2. To engage the services of a competent supplier for the **Supply and Delivery of Purified Drinking Water for PMO Batangas** in accordance with Republic Act No. 12009 and its Implementing Rules and Regulations.

3. APPROVED BUDGET FOR THE CONTRACT

The ABC is **TWO HUNDRED FORTY TWO THOUSAND PESOS (Php 242,000.00), PHILIPPINE CURRENCY** inclusive of VAT.

4. SCOPE OF WORK

- 4.1. Delivery of purified drinking water which has undergone Water Purification process with a minimum of Twenty-Four (24) stages;
- 4.2. Provision of hot and cold compressor cooling water dispenser;
- 4.3. Maintenance and cleaning of water dispensers on a monthly basis or per advise from PPA authorized representative, free of charge;
- 4.4. Delivery during Office Hours, Monday to Sunday, between 8:00 AM to 5:00 PM, as requested by any of the divisions/offices mentioned in Item 4.6;
- 4.5. Such other work necessary to ensure efficient delivery of the project.
- 4.6. The areas to be provided with dispensers are the following:

Location		No. of Dispensers
PPA Administration Building		
7 th Floor	Vessel Traffic Services Division	1
	Conference Room	1
	Training Room	1
6 th Floor	Office of the Port Manager	2
	BDMO	1
	Executive Assistant	1
	Legal	1
	FRATT	1
5 th Floor	Engineering Services Division	1
	Port Services Division	1
4 th Floor	Administrative Division	2
	Finance Division	2
3 rd Floor	COA	1
Ground Floor	Port Police Division	1
	Lobby	1
Port of Batangas - Baseport		
	PMOB Guest House	1
	Terminal Section	1
	Marine Section	1
	Cashier / Collecting	1
	PPD Head Quarters	1
	Main Gate	1

Port of Bauan	
TMO Bauan	1
TOTAL	25

5. TECHNICAL REQUIREMENTS

Description	Quantity	Unit	Delivery Schedule
Purified Drinking Water (5-gallon round container and slim container with faucet) (clean and clear containers)	Not to exceed 6, 050 Jugs	5- Gallons/Jugs	Weekly basis as per order of PPA PMOB
Hot and Cold Compressor Cooling Water Dispenser (clean and in good working condition)	25	Units	1 year / 12 months

6. TERMS AND CONDITIONS

6.1. Obligations and Responsibilities of the SUPPLIER

- 6.1.1. Sees to it that SUPPLIER's personnel assigned to deliver shall be tidy and neat, and shall wear appropriate clothing. They shall at all times wear their employees Identification Card and Port Access Pass;
- 6.1.2. The SUPPLIER shall repair any defective dispenser unit immediately or replace the same. The replacement dispenser unit must be clean and in good condition which may be rejected by PPA if found in the contrary;
- 6.1.3. The SUPPLIER guarantees and warrants the availability and cleanliness of all supplied purified drinking water and water dispenser;
- 6.1.4. The SUPPLIER shall submit on monthly basis of the result(s) of laboratory analysis done by a DOH-accredited laboratory on purified water samples obtained from the plant, that same has passed the Philippine National Standards for Drinking Water (PNSDW), at the expense of supplier;
- 6.1.5. 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 SUPPLIER whether or not occurring by any of the performance of their duties. The SUPPLIER 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 SUPPLIER arising out of or in connection with or on the occasion of the performance of this agreement. The SUPPLIER shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulation and binds itself to save and hold PPA free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of thus Terms of Reference (TOR) and its implementation.
- 6.1.6. Pay the salaries of their employees and provide them the benefits provided by existing laws and regulations;
- 6.1.7. Pay taxes in full and on time.
- 6.1.8. No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the SUPPLIER;

- 6.1.9. The SUPPLIER guarantees and warrants availability of all equipment, tools, materials, supplies and accessories to be delivered and used in the rendition of service under the Contract. It shall in its own account and expense rectify any defect(s) which may be discovered;
- 6.1.10. The SUPPLIER agrees and obligates itself to restore to its original condition, on its own account, any facility belonging to PPA and / or public and private property which are damaged or in any manner adversely affected by the SUPPLIER in connection with the performance of its obligations under the Contract;
- 6.1.11. The SUPPLIER 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;
- 6.1.12. The SUPPLIER shall strictly comply with all existing PPA rules, regulations, policies and guidelines;
- 6.1.13. The SUPPLIER shall provide sufficient number of personnel, on its own account, in connection with the performance of its obligations under the Contract, that possess the following qualification requirements:
 - 6.1.13.1. Should be physically fit to work;
 - 6.1.13.2. Should be able to read and write;
 - 6.1.13.3. Must be of good moral character; and

6.2. PERFORMANCE SECURITY

- 6.2.1. To guarantee the faithful performance of the winning SUPPLIER 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%)

6.3. Rights of the Philippine Ports Authority

- 6.3.1. Grant the SUPPLIER the sole and exclusive contract for the **Supply and Delivery of Purified Drinking Water for PMO Batangas.**
- 6.3.2. PPA may bring randomly selected sealed jug/s to Prime Water/Batangas City Water District (BCWD) for laboratory analysis. The random of jug/s shall be witnessed by a representative from PPA and Supplier, and both shall sign on the seal to ensure that the jug/s will not be tampered. Its opening at Prime Water/BCWD shall be witnessed by both parties.
- 6.3.3. PPA shall require the SUPPLIER the immediate replacement of any delivered jugs found to have impurities/foreign objects.
- 6.3.4. PPA may request for 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 and in consideration of the full, satisfactory and faithful performance by the SUPPLIER of all its undertaking defined and provided for under this Terms of Reference (TOR), the Authority agrees to pay the amount prescribed on the agreement signed 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. Statement of Account;
- 7.1.2. Delivery Receipt and Invoice duly signed by PPA representative;
- 7.1.3. Result of monthly laboratory analysis from DOH-accredited laboratory;

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

8. DURATION OF CONTRACT

The duration of contract shall be for a period of twelve (12) months from the date of execution of contract.

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.

Prepared by:


MARGARITA EMELYN B. VILLAMOR
End-User / Division Manager A, Admin

Noted by:


AURORA A. MENDOZA
Port Manager

Conforme:

Authorized Signatory