



REQUEST FOR QUOTATION

Date: 22 July 2026
RFQ No.: RFQ-AD-2026-039

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), will undertake the **Procurement of Services for Garbage Collection and Disposal** with an Approved Budget for the Contract of **Nine Hundred Sixty Two Thousand Five Hundred Eighty Four Pesos (Php 962,584.00)** 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 29 July 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN

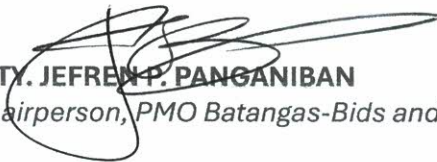
Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

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. **PhilGEPS Organization ID**
- b. **Valid Mayor's/Business Permit**
- c. **Income Tax Return**
- d. **Business Tax Return**
- e. **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- or by referring to **Annex "A"** for a copy
- f. **Duly conformed Terms of Reference (Annex "B")**

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 the Head of PMO Batangas 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.
- (3)
- (4) 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.
- (5)
- (6) 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.
- (7) ALL technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (8) Quotations in a sealed envelope may be submitted through mail, courier or hand carried to the PMOB-BAC at the Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City; and**
- (9) 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 FIVE (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 PPA Administration Bldg., Port Access Road, Calicanto, Batangas City. 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:

Procurement of Services for Garbage Collection and Disposal			
Approved Budget for the Contract: Nine Hundred Sixty Two Thousand Five Hundred Eighty Four Pesos (Php 962,584.00)			
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.Garbage collection and proper disposal 2.Sweeping disposal and ensuring that no garbage or litter is left on garbage pick-up areas 3.Disinfection and spraying of pesticides in the Residual Containment Area	1 Lot		
Technical Requirements			
Manpower Complement			
Driver	1		
Helper	2		
Owned Equipment			
Truck (i.e. equipment rental, maintenance, lubricants, fuel etc.)	1 unit		
Materials			
Broom with long handle	6pcs		
Heavy duty dustpan	6pcs		
Two-wheel buggy	2pcs		
Garbage bag	1 lot		
Reflectorized Vest & other Safety Gears	1 lot		
Safety Devices (barricades, warning signs and other appropriate tools)	1 lot		
Ensure that the disposal of residual wastes shall be undertaken in a sanitary landfill site pursuant to Republic Act 9003 or the Ecological Solid Waste Management Act and its Implementing Rules and Regulations	Please attached a proof/supporting documents		
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: The 45 hauling days shall be within Four (4) months from date of Notice to Proceed			
Note: Please see/refer to attached Terms of Reference for additional details (Annex "A")			

PARAMETERS FOR PAYMENT

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 on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on per trip basis at the unit bid price of work, actually performed, upon submission of the following supporting documents:
Daily Garbage Collection Slips
Pictures taken during actual work
Daily Time Record (DTR)

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.

Procurement of Services for Garbage Collection and Disposal	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Sixty Two Thousand Five Hundred Eighty Four Pesos (Php 962,584.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

Omnibus Sworn Statement Form*[Note: The duly accomplished form shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

- *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations*: *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- *In case of Foreign Bidders*: *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ____, *[date issued]*, *[place issued]*

IBP No. ____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

TERMS OF REFERENCE

GARBAGE COLLECTION AND DISPOSAL SERVICE 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 Garbage Collection and Disposal, 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 the betterment of the environment.
- 2.3 To engage the services of a competent contractor for **Garbage Collection and Disposal Service, 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 SIXTY-TWO THOUSAND FIVE HUNDRED EIGHTY FOUR PESOS (Php 962,584.00), PHILIPPINE CURRENCY** inclusive of VAT.

4. SCOPE OF UNDERTAKING

4.1 Areas Covered.

The areas covered are the following:

- 4.1.1 PPA Administration Building
- 4.1.2 PPA Occupied Offices at Old Administration Building
- 4.1.3 Port Police Headquarters & Garden
- 4.1.4 Port Monument (Phase II)
- 4.1.5 PMO Guest House
- 4.1.6 Main Gate (Phase I)
- 4.1.7 Hazardous Waste Storage Facility Area
- 4.1.8 Archive Building Area

4.2 Scope of Work

- 4.2.1 Garbage collection and proper disposal
- 4.2.2 Sweeping disposal and ensuring that no garbage or litter is left on garbage pick-up areas; and
- 4.2.3 Disinfection and spraying of pesticides in the Residual Containment Area

5. TECHNICAL REQUIREMENTS

5.1 Manpower Complement

5.1.1 Garbage Collection and Disposal

- 5.1.1.1 Driver - 1
- 5.1.1.2 Helper - 2

5.2 Owned Equipment

- 5.2.1 Truck - 1 unit
(i.e. equipment rental, maintenance, lubricants, fuel, etc.)

5.3 Materials

- 5.3.1 Broom with long handle - 6 pcs
- 5.3.2 Heavy duty dustpan - 6 pcs
- 5.3.3 Two-wheel buggy - 2 pcs
- 5.3.4 Garbage bag - 1 lot
- 5.3.5 Reflectorized Vest & other Safety Gears - 1 lot
- 5.3.6 Safety Devices (barricades, warning signs and other appropriate tools) - 1 lot

5.4 Ensure that the disposal of residual wastes shall be undertaken in a sanitary landfill site pursuant to Republic Act 9003 or the Ecological Solid Waste Management Act and its Implementing Rules and Regulations.

6. TERMS AND CONDITIONS

6.1 Obligations and Responsibilities of the Contractor

- 6.1.1 Sees to it that collection of garbage will not be later than 9:00 A.M. every Monday, Wednesday and Friday for forty-five days (45) days. The Garbage Collection Slips shall be duly signed by the PPA authorized representative.
- 6.1.2 Sees to it that all works mentioned in scope of work are accomplished within the time specified therein;
- 6.1.3 Employees assigned to perform the services shall wear complete Uniform and required Personal Protective Equipment (PPE). 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 any 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 Security	Minimum Amount % of Total Contract Price
Check, 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 **Garbage Collection and Disposal Service, 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 on the agreement signed inclusive of 12% Value Added Tax, payment to be made monthly computed on per trip basis at the unit bid price of work, actually performed, upon submission of the following supporting documents:
 - 7.1.1 Daily Garbage Collection Slips;
 - 7.1.2 Pictures taken during actual work;
 - 7.1.3 Daily Time Record (DTR);

8. **DURATION OF CONTRACT**

The 45 hauling days shall be within Four (4) months from date of Notice to Proceed.

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)