



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake procurement for the **Upkeeping of Green Areas, Roads, Yards and Pavement at PPA, PMO Batangas for Two (2) Months** in accordance with **Section 53.9, Small Value Procurement** and relevant provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Upkeeping of Green Areas, Roads, Yards and Pavement at PPA, PMO Batangas for Two (2) Months**
- b. Reference No. : **BAC-BGS-020B-B-2025**
- c. Approved Budget : **Php 998,744.00**
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ :
Specification

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	1	lot	Upkeeping of Green Areas, Roads, Yards and Pavement at PPA, PMO Batangas for Two (2) Months <i>See Terms of Reference – Annex "A"</i>	998,744.00	998,744.00
TOTAL Amount (in Php)					998,744.00

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **Port Access Road, Calicanto, Batangas City**
Port of Batangas, Brgy. Sta. Clara, Batangas City
- g. Delivery Period : **Two (2) months from the receipt of Notice to Proceed**
2. The duly conformed **Terms of Reference (Annex "A")**, duly accomplished **Price Quotation Form (Annex "B")** and **Omnibus Sworn Statement (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; b) Valid PhilGEPS Registration / Registration Number; c) Latest Income and Business Tax Return; and d) List of Equipment and Materials committed for the project, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 23 October 2025** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

Bids will be opened at 10:00 a.m. of the same date.

- 3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
- 4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
- 5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
- 6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
- 7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
- 8. 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
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%)

- 9. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
- 10. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
- 11. For the information, you may contact BAC Secretariat Head at Telephone No. **(043) 723-0164**.


JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

TERMS OF REFERENCE

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 through alternative mode of procurement in accordance with Republic Act No. 9184 and Its 2016 Revised Implementing Rules and Regulations.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **NINE HUNDRED NINETY EIGHT THOUSAND SEVEN HUNDRED FORTY FOUR PESOS (Php 998,744.00), 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.)

5.3 Materials

- 5.3.1 Broom with long handle - 10 pcs
- 5.3.2 Heavy duty dustpan - 10 pcs
- 5.3.3 Garden Tools - 10 sets
- 5.3.4 Steel sprinkler sets - 10 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.

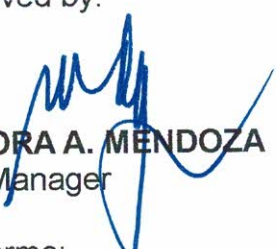
9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Alternative mode of Procurement particularly Small Value Procurement in accordance with Sec. 53.9 of the 2016 Revised IRR of RA 9184.

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)

Price Quotation Form

Date: _____

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Dear **Mr. Panganiban**,

We hereby submit our quotation for the procurement of the project, entitled: **Upkeeping of Green Areas, Roads, Yards and Pavement at PPA, PMO Batangas for Two (2) Months** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Quoted Amount (in Php)
1	1	lot	Upkeeping of Green Areas, Roads, Yards and Pavement at PPA, PMO Batangas for Two (2) Months <i>Per Terms of Reference – Annex “A”</i>		
TOTAL Amount (in Php)					

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address

Omnibus Sworn Statement

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

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
[Name of Affiant] [Civil Status] [Nationality]

_____ [Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of _____
[Name of Bidder] with office address at _____
[address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of _____ with
[Name of Bidder] office address at _____
[address of Bidder]

2. **Select one, delete the other:**

If a 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 _____
[Name of the Project] of the _____
[Name of the Procuring Entity] as shown in the attached duly notarized Special Power of Attorney;

If a 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 _____
[Name of the Project] of the _____, as shown in the attached _____
[Name of the Procuring Entity] [state title of attached

document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;));

3. _____ is not "blacklisted" or barred from bidding by the
[Name of Bidder]

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 as defined and approved for in the Uniform Guidelines on Blacklisting;

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. _____ is authorizing the Head of the Procuring Entity
[Name of Bidder] or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of _____
[Name of Bidder]

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of _____
[Name of Bidder]

members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____
[Name of Bidder] complies with existing labor laws and standards; and
8. _____
[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 _____
[Name of the Project]
9. _____
[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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, 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 _____, with his/her photograph and signature appearing thereon,
[insert type of government identification card used]
with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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 _____