



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 bidding for the conduct of Consultancy Services for the Parcellary Survey of Lot within the Property of PPA in accordance with **Section 53.9, (Small Value Procurement)** of the Updated **2016 Revised Implementing Rules and Regulations of Republic Act No. 9184**. The detail of the project as follows:

- a. Name of Project : **Consultancy Services for the Parcellary Survey of**
b. Location : **Lot within the Property of Philippine Ports Authority A=1,000 sq.m.**
- c. Reference No. : **BAC-BGS-018A-2025 (Rebidding)**
- d. Approved Budget for the Contract (ABC) : **Php 96,283.47 (VAT Inclusive)**
- e. Source of Fund : **PPA Corporate Fund**
- f. Item Description :

Item No.	Qty	Unit	Item Description
I	1	Lot	Parcellary Survey of Lot within the property of Philippine Ports Authority A=1,000 sq.m. The consultant shall provide all labor, instrument/equipment, materials, supplies, and vehicles, necessary to perform the survey works herein required to establish the 1,000 sq.m. lot Expected Output: -Approved Parcellary Survey Plan -Technical Descriptions -Lot Information Table -Survey Report incl. methodology, control data, computations & annexes -Digital Data (Autocad, shapefile, PDF) See Terms of Reference (TOR) – Annex "A"

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

- g. Contract Duration : **Thirty (30) calendar days from the receipt of Notice to Proceed**
- h. Required Manpower : **Two (2) Geodetic Engineer – Up to five (5) years experience
One (1) Instrument Man – Up to five (5) years experience
Three (3) Survey Aide – Up to two (2) years experience
One (1) Data Processor/Draftsman – Up to one (1) year experience**
- i. Required Equipment : **One (1) GPS Dual Frequency w/ complete accessories (Owned/Leased)
One (1) Total Station with complete accessories (Owned/Leased)
One (1) Survey Vehicle (Owned/Leased)**

2. The duly conformed **Terms of Reference (TOR) Annex “A”**, duly accomplished **Price Quotation Form (Annex “B”)**, **Omnibus Sworn Statement (Annex “C”)**; shall be submitted together with the **CERTIFIED TRUE COPY** of the following: **1.Valid Mayor’s/Business Permit 2. PhilGEPS Registration 3. Certificate of Registration – (DTI-Sole Proprietorship, SEC-Corporations/Partnership) 4. List of Equipment 5. Company/Business Profile 6. Manpower Professional License & Curriculum Vitae (form attached Annex “D”)** in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **09:00 a.m. of 16 December 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 bidders 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. The consultant/bidders must be in the business of providing Land Surveying services for at least two (2) years and must be eligible in dealing business with the government. **Please accomplish the attached form Annex “E”.**
5. 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
6. 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.
7. The project shall be awarded to the winning contractor determined to have submitted the complete documentary requirements and with the Single or Highest Rated Bid (S/HRB).
8. To guarantee the faithful performance by winning bidder of its obligations under the contract in accordance with Bidding Documents, it shall post a performance security prior to the signing of the contract

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contact Price)
a) Cash or cashier’s/manager check issued by a Universal or Commercial Banks.	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided however</i> , that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

9. The contractor must have a functional OSH policy and program as provided in pertinent rules and regulations.

10. When the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, and not by way of penalty, an amount as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

11. The Authority reserves the right to accept or reject any or all Price Quotation, waive any informality or defects in the proposals received and to accept such price quotation that is most advantageous to the Philippine Ports Authority.

12. For the information, you may contact **Joemalyn R Abarquez**, Head, BAC Secretariat at Telephone No. **(043) 723-0164**.


JEFREN P. RANGANIBAN
Chairperson, PMOB-BAC

**TERMS OF REFERENCE
FOR
CONSULTANCY SERVICES FOR THE PARCELLARY SURVEY OF LOT WITHIN
THE PROPERTY OF THE PHILIPPINE PORTS AUTHORITY
A= 1,000 SQ.M.**

1. INTRODUCTION

The Philippine Ports Authority (PPA) intends to engage the services of Local Consultancy Firms for the conduct of a Parcellary Survey of project mentioned above.

2. OBJECTIVES

The objectives of the Parcellary Survey consist of the following

1. To identify the metes and bounds of a parcel of land within the property of PPA along the Port Access Road at Phase 2, Port of Batangas, Batangas City;
2. To delineate property boundaries and establish relationships between existing lots and project alignment;
3. To prepare survey plans and technical descriptions for submission to the PPA and other approving Agencies; and
4. To provide data necessary for land valuation and compensation or leasing of the said area.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the Parcellary Survey Service project is **Ninety Six Thousand Two Hundred Eighty Three and 47/100 Pesos (P96,283.47)** inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

4. PARCELLARY FOR ORIGINAL SURVEY

Hereunder is the Parcellary Survey details.

Item No.	Parcellary Survey	Area in Sq.M.
1	Port of Batangas	1000 sq.m.

5. SCOPE OF WORKS

The consultant shall provide all labor, instrument/equipment, materials, supplies, and vehicles, necessary to perform satisfactorily the survey works herein required to establish the One Thousand square meters (1000 sq.m) lot

6. SCOPE OF SERVICES

5.1. Detailed Survey and Mapping requirements

The detailed survey works shall be undertaken in accordance with the common surveying and mapping requirements and specifications based on the Standard and references stated herein.

The Consultant/Survey Team shall perform the following

5.1.1. Reconnaissance and Research

- 5.1.6.1. Gather available cadastral maps, titles, tax declarations, previous survey records and approved plans.
- 5.1.6.2. Conduct coordination with nearby land owners, LGU and other Government agencies.

5.1.2. Establishment of Ground Controls

The establishment of horizontal and vertical control point shall be tied to PRS 92 / WGS 84 / NAMRIA reference monuments.

5.1.3. Field Survey

- 5.1.3.1. The survey shall include relocation existing property boundaries based on titles and previous surveys.
- 5.1.3.2. Conduct traverse, leveling, and detailed survey to capture physical features (roads, rivers, easement, improvements).

5.1.4. Parcellary Mapping

- 5.1.4.1. The mapping shall include plotting and computing lot boundaries.
- 5.1.4.2. Superimpose project alignment (road ROW, easement, or development boundary).
- 5.1.4.3. Determine areas of affected portions of each lot.

5.1.5. Preparation of Survey Plans & Reports

- 5.1.5.1. Lot Data Computation (LDC) and technical descriptions.
- 5.1.5.2. Parcellary Survey Plan (showing affected lots, areas, owners)
- 5.1.5.3. Lot information tables with Lot Number, area, claimant/owner, affected area

5.1.6. Submission

- 5.1.6.1. The consultant shall submit hard copies (blueprint, whiteprint) and soft copies (AutoCAD, shapefile, PDF) of the parcellary survey.
- 5.1.6.2. The survey returns shall be properly endorsed for approval with the Agency

5.2. Expected Output

- 1. Approved Parcellary Survey Plan
- 2. Technical Descriptions
- 3. Lot Information Table
- 4. Survey Report including methodology, control data, computations and annexes
- 5. Digital Data (AutoCAD, shapefile, PDF)

7. QUALIFICATION OF THE CONSULTANT

The consultant must be in the business of providing Land Surveying services for at least two (2) years and must be eligible in dealing business with the government with the following requirements:

- 1. Mayor's/Business Permit – 2025
- 2. PhilGEPS Registration Number
- 3. Professional License of Geodetic Engineer

The minimum lists of equipment required are as follows:

- 1. One (1) GPS Dual Frequency with complete accessories, owned/leased,
- 2. One (1) Total Station with complete accessories, owned/leased,
- 3. One (1) Survey Vehicle, owned/leased

The minimum required experiences of proposed professional staff are as follows:

Min. Number of Position	Key Personnel	Qualification
Two (2)	Geodetic Engineer	Up to five (5) years
One (1)	Instrument Man	Up to five (5) years
Three (3)	Survey Aide	Up to two (2) years
One (1)	Data Processor/Draftsman	Up to one (1) year

8. PROJECT TIMELINE

Activity	Timeline (Working Days)
a. Data Gathering/Reconnaissance	3
b. Parcellary Survey	5
c. Preparation of report/survey returns	12
d. Submission and presentation to PPA PMO Batangas of survey returns for review & approval	10
Total	30

9. TERMS AND CONDITIONS

9.1. Obligations and Responsibilities of the Consultant/Survey Team

- 9.1.1. See to it that employees assigned to perform the services shall wear complete uniform and the required personal protective equipment (PPE) for the task to be performed. They shall at all times wear their Identification Card issued by their employer and the Port Access Pass.
- 9.1.2. Prior to the conduct of actual services, the Consultant shall inform the PPA representative its schedule to be undertaken at least one (1) day before the scheduled service.
- 9.1.3. The Parties, likewise, agree that the employees of the Consultant are not employees of the PPA. 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 Consultant/Survey Team whether or not occurring during the performance of their duties. The Consultant/Survey Team agrees and binds itself to indemnify the PPA of whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the Consultant/Survey Team arising out of or in connection with or on the occasion of the performance of this Agreement.
- 9.1.4. The Consultant/Survey Team 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 uphold PPA free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this Terms of Reference (TOR) and its implementation.
- 9.1.5. No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Consultant.
- 9.1.6. The Consultant agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought against by any third party whomsoever by reason of this Contract.
- 9.1.7. The Consultant/Survey Team shall strictly comply with all existing PPA rules, regulations, policies and guidelines.
- 9.1.8. The Consultant shall provide personnel, as stated under Manpower Complement of this TOR, that possess the following qualifications requirements:

- 9.1.8.1. Should be physical fit to work;
- 9.1.8.2. Should have the technical knowledge to perform the required task;
- 9.1.8.3. Should be able to read and write;
- 9.1.8.4. Must be of good moral character; and
- 9.1.8.5. Should not have been held convicted of a crime more than once.

9.2. 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%)

9.3. Rights and Authority of Philippine Ports Authority

- 9.3.1. Grant the Contractor the sole and exclusive **Contract for the Conduct of Consultancy Services for the Parcellary Survey of Lot Within the Property of the Philippine Ports Authority** within its vicinity subject to the scope of undertaking to be prescribed thereafter.
- 9.3.2. PPA may cause the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.
- 9.3.3. PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the Consultant.

10. PARAMETER FOR PAYMENT

10.1. 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 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 quarterly computed on daily basis at the unit bid price work, actually performed, upon submission of the following documents:

- 10.1.1. Pictures taken before and after actual service; and
- 10.1.2. Service reports duly signed by PPA representative.

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

11. CONTRACT TERM

The Project shall be effective from the issuance of the Notice to Proceed to the Consultant/Firm.

Consultant/Firm is given **Thirty (30) working days** to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from PPA PMO Batangas.

The Project shall end upon the receipt by the Consultant/Firm of the Certificate of Acceptance and Completion issued by PPA PMO Batangas, unless sooner terminated for a cause or upon mutual agreement by both parties.

12. MODE OF PROCUREMENT

The procurement of the survey services shall be undertaken through Alternative Method – Small Value Procurement (AM-SVP) pursuant to RA 9184 and its Revised IRR.

Bids shall be evaluated using the Quality-Cost Based Evaluation (QCBE) wherein the Technical Proposals shall be given a weight of 60% and the Financial Proposal shall be given a weight of 40%. The consultant obtaining the highest total score shall be declared by the BAC as the bidder with the Highest Rated Bid (HRB).

13. Standards and References

1. DENR-LMB Survey Manual
2. PRS 92 / WGS 84 Geodetic Network
3. Land Registration Authority (LRA) Guidelines
4. DPWH / LGU Project Standards

Prepared By:



CRISANTO L. RABINA

Acting Division Manager, Engineering Services Division

Recommending Approval:



MARGARITA EMELYN B. VILLAMOR

End User/ Division Manager A, Administrative Division

Approved:



AURORA A. MENDOZA

Port Manager

Conforme:

(Authorized Signatory/Representative)

Price Bid 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: **Consultancy Services for the Parcellary Survey of Lot within the Property of Philippine Ports Authority A=1,000 sq.m.** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Quoted Amount (in Php)
1	1	lot	Parcellary Survey of Lot within the property of Philippine Ports Authority A=1,000 sq.m. <i>The consultant shall provide all labor, instrument/equipment, materials, supplies, and vehicles, necessary to perform the survey works herein required to establish the 1,000 sq.m. lot</i> <i>Per Terms of Reference (TOR) – 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. _____ complies with existing labor laws and standards; and

8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
[Name of 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

9. _____ did not give or pay directly or indirectly, any commission,
[Name of Bidder]
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 _____

CONSULTANT'S REFERENCES

Relevant Services Carried Out

Using the format below, provide information on the project which your firm/entity was legally contracted.

[illegible]

Note: Continue on separate sheet if necessary

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm/Company: _____

Name of Staff/Personnel: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

Date: _____

[Signature of staff member and authorized representative of the firm]Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

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

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 ____.

Note: Continue on separate sheet if necessary

