BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

REQUEST FOR QUOTATION

1. The Philippine Ports Authority (PPA), Port Management Office (PMO) Mindoro, through its Administrative Division pursuant to the Authority delegated by the Bids and Awards Committee (BAC) under Resolution No. 02-2026, invites eligible contractors/suppliers duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) to submit quotations for the procurement as described below:

   a. Project Name : Siphoning/Desludging Transport and Environmentally Compliant Disposal of Septage from Septic Tanks with an approximately 6.34 cubic meter in TMO Lubang, Port of Lubang, Occidental Mindoro

   b. Project ID : CAL-6391-26

   c. Brief Description :

Item #	Description	Quantity (Estimated Volume)	Unit
1.00	Siphoning/Desludging Transport and Environmentally Compliant Proper Disposal of Septage from Septic Tanks	6.43	Cu M

   d. Approved Budget for the Contract (ABC) : Php 500,000.00

   e. Contract Duration : Fifteen (15) calendar days

2. Prospective bidders shall submit the best offer for the item/s described herein, subject to the Terms and Conditions provided including the following required documents duly signed by you or your duly authorized representative:

   a. Price Quotation Form (Annex "A");
   b. Copy of PhilGEPS Certificate of Registration;
   c. Omnibus Sworn Statement; and
   d. Terms of Reference (Annex "B").

   Any permits license required by applicable environmental laws shall be submitted by the winning bidders prior to implementation, if applicable.

3. Quotation/bid proposal must be submitted in a sealed or open envelope by email, courier, or delivered to the Bids and Awards Committee (BAC), c/o BAC Secretariat, PPA PMO Mindoro, Port Area, San Antonio, Calapan City, Oriental Mindoro on or before 10:00 a.m., 23 July 2026.

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. Liquidated damages equivalent to one-tenth (1/10) of one percent (1%) of the value of the undelivered or unperformed portion of the contract shall be imposed for every day of delay until the required services are completed and accepted. Once the cumulative liquidated damages reach ten percent (10%) of the total contract price, the Philippine Ports Authority (PPA) may rescind or terminate the contract, without prejudice to the imposition of other remedies available under existing laws, rules and regulations.

6. The contract shall be awarded to the bidder with the Lowest Calculated and Responsive Bid subject to compliance with all eligibility, technical and financial requirements.

7. PMO Mindoro reserves the right to reject any of all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.

8. PPA - PMO Mindoro reserves the right to reject any and all bids, declare a failure of bidding, without offering any reason, waive any defect therein and make an award to the bidder whose quotation is the most advantageous to the Authority. PPA likewise assumes no obligation for whatever losses that may be incurred by the bidder in preparation of quotations nor does it guarantee that the award shall be made.

9. The winning bidder shall ensure that collection, transport and disposal of septage are undertaken in accordance with all applicable environmental, health and sanitation laws, rules and regulations, including permits required by concerned government agencies.

MARCELINA D. ROLDAN
Division Manager A
Administrative Division

Date of Posting : July 14, 2026

Annex “A”

Price Quotation Form

Date : _____

The Manager
Administrative Division
Philippine Ports Authority
Port Management Office Mindoro
Port Area, San Antonio
Calapan City, Oriental Mindoro

Dear Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the procurement of the project entitled: **Siphoning/Desludging Transport and Environmentally Compliant Disposal of Septage from Septic Tanks with an approximately 6.34 cubic meter in TMO Lubang, Port of Lubang, Occidental Mindoro**, we hereby submit our quotation corresponding to your requirements.

The Total Price of our Quotation is _____
_____ (Php _____).

We shall commence the service within Five (5) Calendar Days from receipt of the Purchase Order (P.O.) and complete the same within the period specified in the Terms of Reference.

Very truly yours,

Name and Signature : _____

Position : _____

Company : _____

PhilGEPS Reg No. : _____

Contact Number : _____

ANNEX 'B"

TERM OF REFERENCE

Siphoning/Desludging and Proper Disposal of Septage from Septic Tank in Port of Lubang, Occidental Mindoro

1. RATIONALE

Water is one of the essential needs of human being that must be protected from all forms of pollution. It primarily supports all living organisms on earth; hence, the infamous line 'Water is Life".

It is estimated that 80% of the world's wastewater is dumped largely untreated, back into the environment polluting rivers, lakes and oceans. In the Philippines, government monitoring shows that 58% of the groundwater sampled is contaminated with coliform and needs treatment.

To address water pollution problem in the country, laws were enacted that prohibits the discharge of untreated wastewater in water bodies. These include Presidential Decree 984 (Pollution Control Law) and Republic Act 9275 or the Philippine Clean Water Act.

In Port of Lubang, Occidental Mindoro, under its jurisdiction are provided with septic tank as the main receiving facility for the daily generated wastewater. However, septic tank is not a complete treatment facility as it only separates solid from liquid wastes whereas a full treatment facility has mechanical components to do the treatment processes.

Meantime that a sewage treatment facility has not been provided yet in the port, services of DOH-accredited siphoning company for the transport, treatment and disposal of septage need to be engaged. Specifically, Section 8, Rule 8.1 of PCWA stated that "All projects/activities involving the collection, transport, treatment and disposal of sewage shall be in accordance with the guidelines on sanitation set by DOH. In case sewage septage or sludge is collected, transported, treated and disposed by a third party, the final disposal of the treated sewage, septage or sludge shall comply with the relevant standards issued by DOH."

This Terms of Reference (TOR) shall serve as guide to the parties interested to participate in the procurement of services for **Siphoning/Desludging and Proper Disposal of Septic Tank in Port of Lubang under the Jurisdiction of PMO Mindoro**.

2. 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 of ensuing clean water for all Filipinos, including future generations. Specifically, the objectives of this undertaking are as follows:

2.1 To increase the primary treatment efficiency of installed septic tanks in the ports through siphoning / desludging operations by a competent DOH-accredited service provider which procurement is in accordance with Republic Act No. 12009 and its Implementing Rules and Regulations;

2.3 To submit Certificate of Desludging and Treatment by an accredited service provider to DENR-EMB in compliance to condition stated in the Discharge Permit.

3. SCOPE OF UNDERTAKING

3.1 Areas Covered

The areas covered by the siphoning/desludging and proper disposal of Septage to be provided are the following:

Siphoning /Desludging and Proper Disposal of Septage	Volume of Sludge (Cu. M)
TMO Building, Port of Lubang, Occidental Mindoro	6.43

3.2 Scope of Work

3.2.1 Siphoning of sludge human waste from septic tank;
3.2.2 Transport and disposal of sludge/ wastewater in DENR-accredited treatment facility;
3.2.3 Restoration of affected areas;
3,2.4 Cleaning of site; and
3,2.5 Inspection and opening of septic tank access cover and resealing threof after desludging.

3.3 Completion Period

The project shall be completed within fifteen (15) calendar days upon receipt of the winning bidder of the Purchased Order or Notice to Proceed.

4. TECHNICAL REQUIREMENTS

4.1 Manpower Complement (Minimum)

The Contractor shall have the following manpower to support the successful operation of the desludging/siphoning activity

4.1.1 Supervisor;
4.1.2 Sanitation Technician;
4.1.3 Vacuum Truck Operator; and
4.1.4 Laborer/helper (at least 2).

All personnel shall wear appropriate PPE during the conduct of the activity.

4.2. Equipment (Minimum)

The Contractor shall have the following equipment:

4.2.1 At least One (1) unit Vacuum Truck Maintenance with valid registration and permits for transport, collection, treatment and disposal of septage, complete with necessary accessories including consumables.

The vacuum truck/s shall be clearly marked with the contractor's name

vacuum truck shall be leak-proof in good operating condition and compliant with applicable environmental health and safety regulations.

4.2.2 Hoses must be of high-vacuum black rubber or synthetic material, with a minimum diameter of 3 inches (8 centimeters) fitted with clamp and capable of being drained and capped to minimize leaks and spillage. Discharge valves on the trucks must be air tight and a discharge nipple should accommodate a quick-disconnect coupling;

4.2.3 Other tools used in order to perform the job in the field and devices used for breaking up the scum layer such as:

- Long-handled fork, shovel, soil probe for locating the septic tank, and other necessary tools/devices.
- Spill kits including squeegee and suction wand attachments must be carried to help clean up any spills and leaks.
- Lime should also be available to apply to areas where septage has been spilled.
- Traffic/pedestrian control measures during the activity.

4.3. Materials (Minimum)

4.3.1 Sludge Disposal Permit as may be required by other government agencies, such as, but not limited to:

- DENR Permit/s;
- DOH Permit/s;
- DOLE Requirements and Permit/s;
- Local Government Unit Permits; and
- Transport Permits.

4.3.2. Signage;
4.3.3. PPE; and
4.3.4 Other miscellaneous materials.

5. TERMS AND CONDITIONS

5.1. Obligations and Responsibilities of the Contractor

5.1.1. Create an emergency response and contingency plan on how to mitigate in case of leaks and spillages, including truck breakdown, which may happen during the collection, transportation and disposal.

5.1.2 Create an environmental and occupational health and safety plan /programs for their personnel for the entire operations of the desludging services.

5.1.3 Perform equipment maintenance for the execution of routine, preventive, predictive, scheduled and unscheduled actions aimed at preventing equipment failure or decline with the goal of increasing efficiency, reliability and safety.

5.1.4 Provide orientation (e.g. septage management-desludging/siphoning activity; occupational, health, & safety; environmental management, customer service, etc.) for their personnel including emergency response, health and safety in the field.

5.1.6 Properly dispose of the collected septage to a Septage Treatment Facility authorized by the DOH and DENR.

5.1.7 Issuance of Certificate of Treatment and Final Disposal upon completion of the services and immediately undertake containment with good and proper clean-up measures.

5.1.8 In regards to additional responsibilities not specified in this TOR, it must be consulted to the following regulations:

8.1.8.1 Sanitation Code of the Philippines - SUPPLEMENTAL IRR OF SEWAGE DISPOSAL AND DRAINAGE PROVISIONS (SANITATION CODE) "RULES AND REGULATIONS GOVERNING THE COLLECTION, HANDLING, TRANSPORT, TREATMENT AND DISPOSAL OF DOMESTIC SLUDGE AND SEPTAGE" — A SUPPLEMENT TO THE IMPLEMENTING RULES AND REGULATIONS OF CHAPTER XVII - "SEWAGE COLLECTION AND DISPOSAL, EXCRETA DISPOSAL AND DRAINAGE" OF THE CODE ON SANITATION OF THE PHILIPPINES (P.D. 856) ISSUED ON NOVEMBER 1995

8.1.8.2 Department of Health (DOH) — Operations Manual on the Rules and Regulations Governing Domestic Sludge and Septage

5.1.9 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.

5.1.10 The Contractor shall strictly comply with all existing PPA rules, regulations, policies and guidelines.

5.1.11 Prior to the conduct of actual services, the CONTRACTOR shall coordinate with and notify the designated PPA representative at least three (3) calendar days prior to the scheduled desludging activity.

5.1.12 No Employer - Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Contractor. 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 CONTRACTOR whether or not occurring during the performance of their duties. The CONTRACTOR 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 CONTRACTOR arising out of or in connection with or on the occasion of the performance of this Agreement.

5.1.13 The CONTRACTOR 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, judgements, fines and penalties arising from and by reason of this Terms of Reference (TOR) and its implementation.

5.1.14 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

5.2 Rights and Authority of Philippine Ports Authority

5.2.1 Grant the Contractor the Siphoning/Desludging of sole and exclusive contract for the Septic Tanks in Ports under the Jurisdiction of PMO Mindoro within its vicinity subject to the scope of undertaking prescribed under this Terms of Reference.

5.2.2 PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the CONTRACTOR.

6. PARAMETERS FOR PAYMENT

6.1 For and in consideration of the full, satisfactory, and faithful performance by the Contractor of all its undertakings as defined and provided for under these Terms and Conditions and the contract documents, the Authority agrees to pay the amount prescribed in the signed agreement, inclusive of the 12% Value Added Tax (VAT).

Payment shall be made upon the complete and satisfactory performance of the services, submission of the required supporting documents, and acceptance by the End-User.

6.1.1 Geotagged photos taken before, during, and after the actual service;

6.1.2 Completion report duly signed by the Contractor and certified/accepted by the End-user or authorized PPA representative; and

6.1.3 Other supporting documents that may be required by PPA.

6.2 Any or all payments to be made shall be subjected to existing accounting and auditing rules and regulations.

Prepared/Submitted by:

HAROLD P EVORA
Division Manager C / End-User

Approved by:

JOSELITO O SINOCRUZ PhD
Port Manager

Conforme:

_____
(Signature over Printed Name of the

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 _____.