BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

INVITATION FOR SUBMISSION OF QUOTATION
(REQUEST FOR QUOTATION)

1. The Philippine Ports Authority, Port Management Office of Palawan through its Bids and Awards Committee invites Consultant/Preparer, to submit a bid/quotation for the hereunder project:

   A. Name of Project: Work Environment Measurement Services at Philippine Ports Authority (PPA) – Port Management Office (PMO) Palawan – Baseport, Port Area, Bgy. Bagong Pag-Asa, Puerto Princesa City

   B. Procurement Mode: Small Value - Sec. 34.1 of Republic Act 12009

   C. Approve Budget for the Contract: P 116,000.00 (inclusive of VAT)

   D. Project Duration : Thirty (30) calendar days from receipt of Notice to Proceed (NTP)

   E. Source of Funds : PPA Corporate Fund

   F. Item Description/ Specification :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in PhP)
1	1	Lot	Work Environment Measurement Services at Philippine Ports Authority (PPA) – Port Management Office (PMO) Palawan – Baseport, Port Area, Bgy. Bagong Pag-Asa, Puerto Princesa City ***See Terms of Reference - Annex "A"***	116,000.00	116,000.00

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

   G. Delivery Site : PPA PMO Palawan – Baseport, Port Area, Bgy. Bagong Pag-Asa, Puerto Princesa City

2. The duly conformed **Terms of Reference (Annex "A")** and the following documents must be placed in a sealed envelope, in two (2) copies each, duly signed/certified true copy by the bidder or duly authorized representative

ENVELOP A: Technical Component

1. Valid Mayor's/ Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Returns
4. Omnibus Sworn Statement
5. Company Profile
6. Curriculum Vitae of professionals who will carry out the assessment
7. Valid DOLE Accreditation or Certification (WEM Service provider) at least Category IA & IB

PORT MANAGEMENT OFFICE – PALAWAN
PPA Administrative Building, Port Area
Bgy. Bagong Pag-asa, Puerto Princesa City, Palawan
Tel. Nos. (048) 433-0356 / (048) 434-5626, Fax (048) 434-4881
Email address: pmopalawan@ppa.com.ph

8. List of at least 3 Completed Contracts for similar service engagements
9. Methodology & Compliance with ISO/IEC 17025 and Schedule/Timeline

ENVELOP B: Financial Component
1. Bid Offer

Incomplete submission of the above-required documents shall be ground for disqualification

3. All quotations must be received by the BAC through mail, courier or hand carried on or before 9:00 A.M. of **November 17, 2026** addressed to:

MR. ERWIN S. GATPANDAN
BAC Chairperson
Philippine Ports Authority
PMO - Palawan
Port Area, Puerto Princesa City, Palawan

4. Bid opening shall be on **November 17, 2026 9:30 A.M.** in Conference Room, 2nd Floor, PPA PMO-Palawan Administrative Building, Port Area, Puerto Princesa City, Palawan. Bids will be opened in the presence of the bidders' representative who chose to attend the activity.

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. Bidding will be conducted through competitive selection using non-discretionary "pass/fail" criteria as specified in the Implementing Rules and Regulations of Republic Act 12009.

7. The contract will be awarded to the lowest priced quotation that meets the criteria provided in the bidding documents subject to the evaluation by the Technical Working Group and the Bids and Awards Committee.

8. The Philippine Ports Authority reserves the right to reject any bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 34.1 of the Implementing Rules and Regulations (IRR) of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

MARIZA O. NALLANA
Head Secretariat
PMO Palawan BAC
Port Area, Puerto Princesa City
Telephone Nos: (048) 433-0356 or (048) 716-6864
Email Address: pmopalawanbac@gmail.com

10. You may visit the following websites:
For downloading of Bidding Documents: www.ppa.com.ph
www.gppb.com.ph

ERWIN S. GATPANDAN
Chairperson
PPA PMO-Palawan BAC

TECHNICAL COMPONENT

1. Valid Mayor's/ Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Returns
4. Omnibus Sworn Statement
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7. Valid DOLE Accreditation or Certification (WEM Service provider) at least Category IA & IB
8. List of at least 3 Completed Contracts for similar service engagements
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PHILIPPINE PORTS AUTHORITY
PMO PALAWAN
Puerto Princesa City

PRICE QUOTATION

PROJECT NAME	:	WORK ENVIRONMENT MEASUREMENT SERVICES AT PHILIPPINE PORTS AUTHORITY (PPA) – PORT MANAGEMENT OFFICE (PMO) PALAWAN
PROJECT LOCATION	:	BASEPORT, PORT AREA, BGY. BAGONG PAG-ASA PUERTO PRINCESA CITY
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	P116,000.00 (INCLUSIVE OF VAT)
PROJECT DURATION	:	THIRTY (30) CALENDAR DAYS

ITEM	DESCRIPTION OF WORK	UNIT	QTY.	UNIT BID	TOTAL AMOUNT

TOTAL BID AMOUNT	
SIGNATURE OVER PRINTED NAME OF AUTHORIZED SIGNING OFFICIAL	
NAME OF PROSPECTIVE BIDDER-FIRM	
ADDRESS	

Annex "A"

PHILIPPINE PORTS AUTHORITY

BAGONG PILIPINAS

TERMS OF REFERENCE

Project Title	:	**Work Environment Measurement Services at Philippine Ports Authority (PPA) – Port Management Office (PMO) Palawan – Baseport, Port Area, Bgy. Bagong Pag-Asa, Puerto Princesa City**
Procuring Entity	:	**Philippine Ports Authority (PPA) – Port Management Office (PMO) Palawan**
Approved Budget for the Contract:		**Php 116,000.00 (inclusive of VAT)**
Project Duration	:	**THIRTY (30) calendar days from receipt of Notice to Proceed (NTP)**

1. BACKGROUND

The Philippine Ports Authority – PMO Palawan is committed to promoting a safe, healthy, and compliant workplace for all employees, contractors, and visitor. In pursuit of this objective, the organization seeks to engage a qualified and accredited service provider to conduct Work Environment Measurement (WEM) services at the PMO Palawan – Baseport, Port Area, Bgy. Bagong Pag-Asa, Puerto Princesa City.

These services are crucial to ensure compliance with the Department of Labor and Employment (DOLE) Occupational Safety and Health (OSH) Standards, as well as alignment with the organization's Integrated Management System (IMS), incorporating:

1.1 ISO 45001: Occupational Health and Safety Management Systems
1.2 ISO 14001: Environmental Management Systems
1.3 ISO 9001: Quality Management Systems
1.4 ISO/IEC 17025: General Requirements for the Competence of Testing and Calibration Laboratories

2. OBJECTIVES

The main objectives of the work environmental measurement services are to:

2.1 Assess and monitor critical workplace environmental parameters, including indoor air quality, temperature, noise levels, and illumination.
2.2 Ensure full compliance with the Rule 1077, Occupational Safety and Health Standards of the Department of Labor and Employment and Section V.1.f of the CSC-DOH-

DOLE Joint Memorandum Circular No. 1 Series of 2020, Guidelines for on Occupational Safety and Health Standards for the Public Sector.

2.3 Identify potential environmental and occupational health risks through objective data collection and analysis

2.4 Provide evidence-based, actionable recommendations for mitigating risks and improving working conditions

2.5 Support the organization's IMS initiatives and continuous improvement efforts.

3. QUALIFICATIONS OF SERVICE PROVIDER

The provider must possess the following:

3.1 Valid DOLE Accreditation

3.1.1 Certified OSH Consulting Organization

3.2 Relevant Experience and Expertise

3.2.1 Completion of at least three (3) contracts for similar service engagements

3.3 Methodology & Compliance with ISO/IEC 17025

3.4 Cost-effectiveness (within ABC Php 116,000.00)

3.5 All personnel/ staff to be assigned to undertake the service should be all professionals, reputable and qualifies to perform the services required.

3.5.1 CVs of professionals who will carry out the assessment.

3.6 Reporting Expertise

3.6.1 Demonstrated capability to produce comprehensive, understandable reports with practical recommendations.

3.7 Knowledge of Regulations

3.7.1 Expertise in DOLE OSH Standards, IMS requirements (ISO 45001, 14001, 9001), and ISO/IEC 17025 standards.

4. SCOPE OF WORK

The service provider shall perform the following tasks using calibrated instruments and methodologies compliant with ISO/IEC 17025:

4.1 Preparation of Pre-WEM requirements

4.2 Submission of Pre- WEM requirements to Occupational Safety and Health Center (OSHC), Establishment and Coordination Division (ECD)

4.3 Conduct WEM in the identified locations and parameters under Section 4.10 of this TOR

4.3.1 Indoor Air Quality Monitoring

- Measure levels of CO2, PM2.5, PM10, VOCs, and other relevant pollutants.

4.3.2 Temperature Evaluation

- Measure and assess ambient temperature conditions against acceptable thresholds.

4.3.3 Noise Level Monitoring

- Conduct noise measurements in all occupied areas; compare results with DOLE limits (e.g., 85 dBA for 8-hour exposure)

4.3.4 Illumination Assessment

- Evaluate lux levels across workstations and common areas to determine compliance with workplace lighting standards.

4.4 Tools and Methodologies

4.4.1 All tools, equipment, supplies, and materials used to complete the services should meet the Original Equipment Manufacturer (OEM) standards.

4.4.2 Use industry-standard, ISO/IEC 17025-compliant instruments with valid calibration certificates.

4.4.3 Conduct repeatable and reliable sampling procedures.

4.5 Data Analysis and Reporting

4.5.1 Submission of Post- Test Report and Draft/ Working Documents to OSHC – ECD

4.5.2 Submission of WEM Report to OSHC- ECD for validation

4.5.3 Submission of validated WEM Report including assessment and corrective actions to the PPA-PMO Palawan

4.6 Corrective Action Planning

4.6.1 Assist in the formulation of practical interventions based on findings that need to be implemented.

4.7 Accomplishment Report

4.8 Waiver Form Requirement

4.8.1 Potential Bidders who opt not to conduct an ocular inspection prior to the preparation of bid are required to submit a signed waiver form acknowledging their decisions and any associated risks.

4.9 Schedule of Ocular Inspection. Schedule is to be arranged with the PMO Palawan Safety and Environmental Management Office (SEMO) and should be conducted not later than five (5) calendar days before the submission of bid deadline.

4.10 Location – The scope of the Work Environment Measurement (WEM) shall include the specific areas to be assessed, along with the corresponding environmental parameter to be measured.

COVERAGE AREA	PARAMETERS
THIRD FLOOR – ADMIN BLDG.	Ambient Temperature Dust Level Noise Level Illumination Level
1. PMO Social Hall	
2. Engineering Services Division Manager's Office	
3. Engineering Services Division Staff Office	
4. Supply Room	
5. Records Room	
SECOND FLOOR – ADMIN BLDG.	
6. Office of the Port Manager	
7. Office of the Port Manager - Staff	
8. Admin Division Manager's Office	
9. Admin Division Staff Office	

10. IT Office	
11. Conference Room	
GROUND FLOOR – ADMIN BLDG.	
12. Finance Division (FD) Manager's Office	
13. Finance Division Staff Office	
14. Admin Lobby	
15. BDMO Office	
16. COA Office	
PASS BLDG.	
17. Port Police Division Manager's Office	
18. Port Police Division Staff Office	
19. PASS Bldg.- Public Area	
PORT INTEGRATED CLEARING OFFICE	
20. Baseport - FD	
21. CSO Office	
22. Baseport – Port Services Division (PSD)	
23. Harbor Office	
PSD OFFICE	
24. Terminal Manager's Office	
25. PSD Staff Office	
OTHER OFFICES	
26. Guest House 1	
27. Powerhouse (GenSet Area)	
28. Motorpool Area	
29. Storage Area	
30. PM's Quarter/ Clinic	
31. Guest House 2	

5. DELIVERABLES

The service provider shall submit the following to PPA PMO Palawan

- Initial Environmental Assessment Reports
  For each parameter (air quality, temperature, noise and lighting), including:
  - Raw Data
  - Graphs/ tables
  - Analysis
  - Regulatory comparison
  - Risk interpretation

- Compliance Summary and Recommendations Report
  - Consolidates insights with prioritized improvement actions.

- Presentation to PMO Palawan
  - A concise summary presentation of key findings and recommended actions.

6. TIMELINE AND MILESTONES

Activity	Timeline
Project Commencement	[Insert Start Date]
Initial Site Visit & Planning	Week 1
Environmental Measurement Activities	Week 2
Submission of Draft Reports	Week 3
Review & Implementation of Corrections and Final Report	Week 4
Project Completion	[Insert End Date]

Any request for justifiable time extension must be submitted at least ten (10) calendar days before the expiration of the contract.

7. DURATION OF CONTRACT

The contract duration shall be for a period of **THIRTY (30) calendar days**, starting from the date of receipt of the **Notice to Proceed (NTP)**. Failure to deliver without valid reason shall be subject to **administrative penalties** in accordance with **Section 71 of the Implementing Rules and Regulations (IRR) of R.A. 12009**.

8. PARAMETERS OF PAYMENT

In recognition of the complete, satisfactory, and proper fulfillment by the supplier of its responsibilities as outlined in this Terms of Reference and the relevant contract documents, and upon confirmation and acceptance by the Philippine Ports Authority (PPA) through its duly authorized representative, the PPA commits to settling the total contract amount, which includes the 12% VAT. This payment shall remain subject to prevailing accounting and auditing standards and regulations.

9. TECHNICAL REQUIREMENTS

9.1 All instruments must be calibrated and traceable to ISO/IEC 17025 standards.
9.2 Maintain detailed records of test results and calibration certificates.
9.3 Establish procedures for managing non-conforming measurements.
9.4 Maintain tool accuracy and preventive maintenance documentation.

10. TERMS AND CONDITIONS

10.1 Standard of Care: Services must be delivered to the highest industry standard.
10.2 Right of Access: Entry of vehicles, equipment, and personnel into PMO premises shall be subject to PPA Port Access regulation.
10.3 Insurance: Provider must maintain liability and professional indemnity coverage.

10.4 Termination Clause: Either party may terminate the contract with a [30-day] written notice.

10.5 Force Majeure: Delays due to uncontrollable events will not incur penalties.

10.6 The PPA shall not be held accountable for any bodily harm or damages, including death, that any of the supplier's employees may sustain on inflict, whether or not it results from their performance of their jobs. The supplier makes a commitment to indemnify the PPA for any harm of losses that may be caused, occasioned, or contributed to by the supplier's failure, negligence, or conduct resulting from, connected to, or occurring during the performance of this agreement. The SUPPLIER is solely responsible for ensuring that all laws, rules and regulations are followed and enforced. It also commits to protecting PPA from any liabilities, losses, damages, judgements, fines, and penalties that may result from the Terms of Reference (TOR) and its implementation.

11. PREPARATION AND SUBMISSION OF PROPOSAL

Proposals must include the following documents:

11.1 Cover Letter

11.1.1 Expression of interest and summary of capability

11.2 Detailed Technical and Financial Proposal

11.2.1 Description of methodology, tools, schedule, compliance with ISO/IEC 17025, and full budget.

11.3 Proof of DOLE Accreditation

11.3.1 Valid certificates or equivalent.

Prepared by:

REGINALD D. CATARIG
Officer-In-Charge, PSD/ Chief Safety Officer

Approved:

ELIZALDE M. ULSON
Port Manager