

REQUEST FOR QUOTATION

PHILIPPINE
PORTS
AUTHORITY



The Philippine Ports authority, Port Management Office of PMO-Panay/Guimaras (PPA, PMO-PNG) through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services and for Engineering Projects will undertake an Alternative Method of Procurement through

NP - Small Value in accordance with Section 34 of the New Government Procurement Act R.A. 12009.

Name of Project: Procurement of Services for Siphoning of Septic Tanks of Identified Ports
at PMO-Panay/Guimaras for CY 2025
(See Terms of Reference)

Approved Budget : PHP 450,000.00
for the Contract

Deadline of Submission : September 18, 2025 / 8:00 AM

Requirements:

1. Please quote your best quotation in line with the attached specifications. (Annex A) Unless otherwise the Supplier has a registry file at PPA, PMO-PNG all quotations must be accompanied with the following documents:

- | | |
|--------------------------------------|--|
| a. Mayor's/Business Permit | c. BIR Certificate of Registration (Form 2303) |
| b. PhilGeps Registration Certificate | d. DTI or SEC Registration |

2. All quotations shall be inclusive of all cost/s and applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations.

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

4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative.

5. Quotations shall be submitted to the BAC-Secretariat, PPA, PMO-Panay/Guimaras, Administration Bldg., Bldg., Brgy. Loboc, La Paz, Iloilo City 5000 or email at supplyunit.ppa.pmpng@gmail.com

For further information, please refer to:

The BAC Secretariat, PPA, PMO-Panay/Guimaras
Telephone Nos.: (033) 3377791 to 93 loc. 102

Very truly yours,


ENGR. JERRY P. ABELLO

Chairperson, Bids and Awards Committee

Date of Posting: September 14 - 17, 2025

Reference

Quotation No.:	<u>25-127</u>
RIV No.:	<u>25-08-401</u>
PR No.:	<u>PNG -10398-25</u>

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
	Siphoning of Septic Tanks of Identified Ports at PMO-Panay/Guimaras for CY 2025					
	See Terms of Reference					
1	Conduct of Siphoning for Port of Dumangas, Dumanags, Iloilo (2 septic Tanks)		64	cu.m.		
2	Conduct of Siphoning for Port of San Jose, San Jose de Buenavista, Antique		8	cu.m.		
3	Conduct of Siphoning for Port of Jordan, Jordan, Guimaras		8	cu.m.		
4	Conduct of Siphoning for Port of Buenavista, Buenavista Guimaras (Passenger Terminal Building and Office)		12	cu.m.		
5	Conduct of Siphoning for Port of Dumaguait, New Washington, Aklan		8	cu.m.		
	Requirements:					
	1. Environmental Sanitation Clearance					
	2. Environmental Compliance Certificate (ECC)					
	3. Wastewater Discharge Permit					
	4. Hazardous Waste Generator ID					
DELIVERY: Shall be completed within 45 days from receipt of Purchase Order.			GRAND TOTAL :			

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

☐ VAT

☐ NON VAT

Signature Over Printed Name

Mobile/Telephone No.

Date



ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the Request for Quotation, as described inside the box at the right, today . _____ (date)

Quotation No.: 25-127

RIV No.: 25-08-401

P.R. No.: PNG -10398-25

Date:

by: _____

Printed Name & Signature

Tel. No.

To be returned not later than: _____



**TERMS OF REFERENCE
FOR
“SERVICES FOR SIPHONING OF SEPTIC TANKS OF IDENTIFIED PORTS AT
PMO-PANAY/GUIMARAS FOR CY 2025”**

I. RATIONALE

This Term of Reference (TOR) shall guide the parties interested in the public procurement for **SERVICES FOR SIPHONING OF SEPTIC TANKS OF IDENTIFIED PORTS AT PMO-PANAY/GUIMARAS FOR CY 2025.**

II. PORT AND LOCATION

The Service Provider shall conduct siphoning services in the following ports:

1. Port of Dumangas, Dumangas, Iloilo
2. Port of San Jose, San Jose de Buenavista, Antique
3. Port of Jordan, Jordan Guimaras
4. Port of Buenavista, Buenavista, Guimaras
5. Port of Dumaguit, New Washington, Aklan

III. SCOPE OF WORKS

1. Mobilization and Demobilization

- a. The Service Provider shall coordinate with the Port Services Division-Safety, Health and Environment Unit prior to the conduct of the service.
- b. The Service Provider shall provide siphoning equipment and personnel to conduct the service.
- c. The Service Provider shall ensure wearing of proper PPE of their personnel.
- d. The Service Provider shall install warning and environmental signage during the conduct of the service.
- e. The Service Provider shall ensure management of debris or leachate that may be a source of foul smell in the area during and after the conduct of the service.

2. Siphoning of Liquid Wastes

a. The Service Provider shall conduct removal of liquid waste in the septic tank using suction pump directly to the truck-mounted containment tank.

b. The Service Provider shall dispose the removed liquid wastes in accordance with existing DENR-EMB requirements.

IV. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provide shall submit the following documentary requirements:

1. Environmental Sanitation Clearance
2. Environmental Compliance Certificate (ECC)
3. Wastewater Discharge Permit
4. Hazardous Waste Generator ID

V. VOLUME REQUIREMENTS AND SCHEDULE OF SERVICE

1. The Service Provider shall conduct siphoning on each Ports stated in Item No. II with the following volume requirements:

Port/Location	Estimated Volume Requirements (in cubic meter, cu.m.)
1. Port of Dumangas, Dumangas, Iloilo	64 cu.m. (for 2 septic tanks)
2. Port of San Jose, San Jose de Buenavista, Antique	8 cu.m.
3. Port of Jordan, Jordan Guimaras	8 cu.m.
4. Port of Buenavista, Buenavista, Guimaras (Passenger Terminal Building and Office)	8 cu.m. (PTB) 4 cu.m. (Office)
5. Port of Dumaguit, New Washington, Aklan	8 cu.m.

2. The Service Provider shall commence the conduct of the siphoning service within ten (10) days after receipt of the Purchase Order (PO) and shall complete services for all Ports stated in Item No. II within forty-five (45) calendar days.

IV. OBLIGATIONS AND RESPONSIBILITIES

1. OF THE SERVICE PROVIDER

- a. Undertake the services required on time;
- b. Comply with the provisions and other documentary requirements provided under R.A. 12009;
- c. Obey port rules and regulations when conducting activities inside the port;
- e. Submit a duly signed Service/Activity Report of their accomplishment right after the implementation of the services and submit a copy to the Port Services Division-Safety, Health and Environment Unit.

2. OF THE AUTHORITY

- a. Evaluate and Award the Contract to the winning bidder in accordance with the provision of R.A. 12009;
- b. Pay to the Service Provider the amount due to them as specified in the contract upon completion of the services;
- c. Exercise the right to terminate the contract if the Service Provider fails to deliver the required services.

V. APPROVED BUDGET FOR THE CONTRACT:

The approved budget for the contract is Four Hundred Fifty Thousand Pesos (P 450,000.00) only.

Prepared by:


MAE LOU A. TANATE
Environmental Specialist A

Recommending Approval:


HERBERT M. NAVARRO
PSD Manager

Approved by:


ALLAN M. ROCO
Port Manager