



**PMO-NEGROS ORIENTAL/SIQUIJOR  
REQUEST FOR QUOTATION**

The Philippine Ports Authority, Port Management Office of Negros Oriental/Siquijor, through its Bids and Awards Committee (BAC), invites suppliers/dealers to submit price quotation of the following:

|    | Item and Description                                                                                                                                                                 | Qty.      | Unit | Unit Cost | Approved Budget for the Contract |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----------|----------------------------------|
|    | <b>Procurement of Parcellary and Structural/Facilities Survey of the Port of Dumaguete, Tandayag, Guihulngan, Siaton, Lazi, Siquijor, and Larena for Registration as Public Land</b> |           |      |           | <b>Php 779,523.35</b>            |
| 1  | <b>General Expenses:</b> Mobilization/Demobilization                                                                                                                                 | 1.00      | Lot  |           |                                  |
| 2  | <b>General Expenses:</b> Provide construction safety and health program in the execution of the project.                                                                             | 1.00      | Lot  |           |                                  |
| 3  | Field Survey for the Port of Dumaguete (to include marking of boundaries)                                                                                                            | 78,397    | Sq.m |           |                                  |
| 4  | Field Survey for the Port of Tandayag (to include marking of boundaries)                                                                                                             | 10,008.03 | Sq.m |           |                                  |
| 5  | Field Survey for the Port of Guihulngan (to include marking of boundaries)                                                                                                           | 2,621.72  | Sq.m |           |                                  |
| 6  | Field Survey for the Port of Siaton (to include marking of boundaries)                                                                                                               | 1,607.50  | Sq.m |           |                                  |
| 7  | Field Survey for the Port of Larena (to include marking of boundaries)                                                                                                               | 30,123.03 | Sq.m |           |                                  |
| 8  | Field Survey for the Port of Siquijor (to include marking of boundaries)                                                                                                             | 10,280.15 | Sq.m |           |                                  |
| 9  | Field Survey for the Port of Lazi (to include marking of boundaries)                                                                                                                 | 2,218.59  | Sq.m |           |                                  |
| 10 | Cartographic/Office works and documentations (to include data gathering and preparation of reports on affected land)                                                                 | 1.00      | Lot  |           |                                  |



\*Inclusive of 12% VAT

Procurement will be conducted in consonance with Section 34.1 (Small Value) of the Implementing Rules and Regulations (IRR) of the Republic Act No. 12009 or the “New Government Procurement Reform Act”. Partial bids are allowed and only sealed quotation from eligible supplier/s will be opened, and a Purchase Order will only be awarded per item to the Lowest Calculated and Responsive Quotation.

**Quotation** must be submitted in a **sealed envelope** together with the following documents:

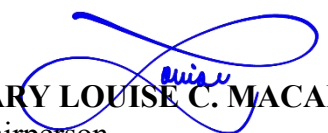
- a) Valid and Current Mayor’s Permit
- b) Valid PhilGEPS Registration.
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement, and
- e) Valid Geodetic Engineer License

The sealed envelope shall be addressed to:

**MARY LOUISE C. MACALINO**  
Chairperson  
Bids and Awards Committee  
Philippine Ports Authority, PMO-Negros Oriental/Siquijor  
Port Area, Looc, Dumaguete City

Deadline of Submission of Sealed Quotation : November 21, 2025, on or before 09:30 a.m.  
Opening of Sealed Quotation : November 21, 2025, at 10:00 a.m.

Interested suppliers may obtain further information regarding **RFQ Form and Technical Specifications** from Procurement Unit, Administrative Division at Telephone Number (035) 527-2079 local 103 during office hours.

  
**MARY LOUISE C. MACALINO**  
Chairperson  
Bids and Awards Committee

PHILIPPINE PORTS AUTHORITY  
PMO-NEGROS ORIENTAL/SIQUIJOR

REQUEST FOR PRICE QUOTATION

Date : 18-Nov-25  
Quotation No. : 2025-035-ESD

|                    |
|--------------------|
| Company Name       |
| Address & Tel. No. |
| TIN                |

Please signify if VAT or NON-VAT

Please quote your lowest price on the item/s listed below, subject to the General Conditions indicated below, stating the shortest time of delivery, and submit your quotation duly signed by your authorized representative not later than **November 21, 9:30AM**. The total Approved Budget for the Contract (ABC) for this procurement is **SEVEN HUNDRED SEVENTY-NINE THOUSAND FIVE HUNDRED TWENTY-THREE PESOS & 35/100 (Php 779,523.35)**, inclusive of all applicable government taxes.

  
MARY LOUISE C. MACALINO  
BAC Chairperson

- NOTE :
1. All entries must be typewritten.
  2. Delivery period must be within twenty (20) calendar days from receipt of Purchase Order.
  3. Price validity must be within thirty (30) calendar days.
  4. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by procuring entity.
  5. Attach brochures and/or operating manual of the product being offered and the supplier must be able to demonstrate operation of the machine upon request.
  6. Terms of payment is within fifteen (15) days from delivery and acceptance of goods.
  7. Submission on the following:
    - a) Valid and Current Mayor's Permit
    - b) Valid PhilGEPS Registration
    - c) Income/Business Tax Return
    - d) Omnibus Sworn Statement, and
    - e) Valid Geodetic Engineer License

| Item # | QTY       | UNIT | ITEM & DESCRIPTION                                                                                                   | UNIT COST | AMOUNT |
|--------|-----------|------|----------------------------------------------------------------------------------------------------------------------|-----------|--------|
| 1      | 1.00      | lot  | <b>General Expenses:</b> Mobilization/Demobilization                                                                 |           |        |
| 2      | 1.00      | lot  | <b>General Expenses:</b> Provide construction safety and health program in the execution of the project              |           |        |
| 3      | 78,397    | sq.m | Field Survey for the Port of Dumaguete (to includemarking of boundaries)                                             |           |        |
| 4      | 10,008.03 | sq.m | Field Survey for the Port of Tandayag (to include marking of boundaries)                                             |           |        |
| 5      | 2,621.72  | sq.m | Field Survey for the Port of Guihulngan (to include marking of boundaries)                                           |           |        |
| 6      | 1,607.50  | sq.m | Field Survey for the Port of Siaton (to include marking of boundaries)                                               |           |        |
| 7      | 30,123.03 | sq.m | Field Survey for the Port of Larena (to include marking of boundaries)                                               |           |        |
| 8      | 10,280.15 | sq.m | Field Survey for the Port of Siquijor (to include marking of boundaries)                                             |           |        |
| 9      | 2,218.59  | sq.m | Field Survey for the Port of Lazi (to includemarking of boundaries)                                                  |           |        |
| 10     | 1.00      | lot  | Cartographic/Office works and documentations (to include data gathering and preparation of reports on affected land) |           |        |
|        |           |      | X-X-X-X-X-X-X                                                                                                        |           |        |

After having carefully read and accepted your General Condition, I/WE quote you on the item/s at prices indicated above.

|                            |
|----------------------------|
| Printed Name and Signature |
| Position                   |
| Telephone No.              |



## **TERMS OF REFERENCE FOR PARCELLARY AND STRUCTURAL/FACILITIES SURVEY FOR PORTS UNDER PMO-NOS**

### **I. RATIONALE**

This Term of Reference (TOR) shall be guide to parties interested in the public procurement for the conduct of “**Parcellary and Structural/Facilities Survey for Ports Under PMO-NOS**”.

### **II. SPECIFIC NAMES AND LOCATIONS OF THE PORTS:**

1. Port of Dumaguete - Dumaguete City, Negros Oriental;
2. Port of Tandayag - Brgy. Tandayag, Municipality of Amlan, Negros Oriental;
3. Port of Bulado (Guihulngan) - Guihulngan City, Negros Oriental;
4. Port of Siaton - Municipality of Siaton, Negros Oriental;
5. Port of Lazi - Municipality of Lazi, Siquijor;
6. Port of Siquijor - Municipality of Siquijor, Siquijor;
7. Port of Larena - Municipality of Larena, Siquijor

### **III. SCOPE OF WORKS**

The general scope of services and deliverables shall include the following:

1. Receiving Instructions and Job Establishment
  - Acceptance of assignment and coordination with PPA-PMO NOS.
2. Research and Review of Existing Survey Data
  - Compilation of available cadastral, parcellary, and topographic information.
3. Field Survey Activities
  - Boundary marking, identification of existing structures (footprints and floor levels), driveways, visible utilities, site elevations, vegetation, frontage features, and fence types and heights.
4. Preparation of Survey Plans and Reports
  - Preparation of Parcellary and Facilities Survey Plans showing lot boundaries, dimensions, established control points, easements, and structural footprints.
5. Submission of Documentation
  - Provision of both hard and soft copies of survey reports and plans.
6. Coordination with Land Management Services (LMS)
  - Application for plan approval with the DENR-LMS and submission of supporting documents.



| DESCRIPTION OF WORK                                                                                                                                | UNIT | QTY |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|
| <b>PORTS OF DUMAGUETE, TANDAYAG, BULADO (GUIHULNGAN), AND SIATON IN NEGROS ORIENTAL &amp; PORTS OF SIKUIJOR, LARENA, LAZI IN SIKUIJOR PROVINCE</b> |      |     |
| <i>General Expenses (To include mobilization/demobilization, data gathering and research activities)</i>                                           | lot  | 1   |
| <i>Field Survey (To include Marking of Boundaries)</i>                                                                                             | lot  | 1   |
| <i>Cartographic/Office works and Documents</i>                                                                                                     | lot  | 1   |

**Required Equipment:**

- 1-unit GPS-Dual Frequency
- 1-unit Total Station or equivalent
- 1-unit Service Vehicle

**Personnel Requirements:**

The contractor shall provide qualified personnel for the duration of the project, as follows:

- Licensed Geodetic Engineer
- Instrument Man
- Survey Aide

**Contract Duration:**

The contract will start within seven (7) days upon receipt of Notice to Proceed or Purchase/Job Order and service duration of **90 calendar days**.

**GENERAL EXPENSES (Mobilization /Demobilization)**

Mobilization and demobilization shall include delivery of manpower and equipment to and from each port, rental of service vehicles and survey instruments, board and lodging of personnel, and all incidental expenses related to the execution of the survey.



### TRAVERSE/CONTROL SURVEY

A traverse or control survey shall be established along horizontal and/or vertical paths with at least two (2) reference points, starting from existing Bureau of Lands Location Monuments (BLLM), Barangay Boundary Monuments (BBM), or other known control points in the vicinity.

All work shall conform to standards set forth in the Manual of Land Surveys in the Philippines.

Established traverse stations shall serve as permanent control points for future "As-Staked" or "As-Built" surveys and must be properly described and referenced.

### PARCELLARY SURVEY

The Parcellary Survey shall identify all affected lots within the port area or right-of-way (ROW) limits as indicated in design plans to be approved by the Authority (PPA), and the aggregate affected lots for the purpose of registering them in favor of the Government.

### RESEARCH/SURVEY DATA GATHERING

The contractor shall conduct technical research and gather relevant cadastral or survey data within the project area. Data must be verified, plotted, and incorporated into the final survey plan as directed by PPA engineers.

### CAD PLOTTING AND PRINTING

All survey data gathered in the field shall be processed, plotted, and printed in CAD format, accurately reflecting the as-surveyed features.

## **IV. OBLIGATIONS AND RESPONSIBILITIES**

### **A. OF THE SERVICE CONTRACTOR/SERVICE PROVIDER**

The Service Contractor shall:

1. Perform the services in accordance with the approved schedule.
2. Secure necessary clearances from the DENR and other concerned agencies.
3. Comply with all applicable laws and regulations, including R.A. 9184 and R.A. 12009.
4. Conduct surveys in accordance with the Geodetic Engineering Law and the Manual of Land Surveys in the Philippines.
5. Observe port regulations and local ordinances.



6. Establish at least two (2) intervisible horizontal/vertical control stations marked with brass nails or rods labeled "PPA-1" and "PPA-2," indicating geographic coordinates and elevation (referenced from MLLW).
7. Submit survey plans and supporting documents to DENR–LMS for approval.
8. Coordinate all activities with PPA–PMO Negros Oriental/Siquijor engineers.

No survey activity shall commence without prior coordination and notice to PPA.

#### **B. OF THE PHILIPPINE PORTS AUTHORITY (PPA)**

The PPA shall:

1. Evaluate and award the contract in accordance with R.A. 9184 and R.A. 12009.
2. Supervise and monitor the implementation of survey works.
3. Provide available technical descriptions and data from previous surveys.
4. Process payment to the contractor upon submission and acceptance of complete deliverables, subject to government accounting and auditing rules.

Proof of LMS application and acceptance of complete documents shall serve as basis for payment.

#### **V. APPROVED BUDGET FOR THE CONTRACT**

*Seven Hundred Seventy-Nine Thousand Five Hundred Twenty-Three Pesos and 38/100 (₱ 779,523.38).*

#### **VI. EXPECTED OUTPUT AND DELIVERABLES**

Submission of Parcellary and Facilities Survey Plans per port, **signed and sealed by a Licensed Geodetic Engineer**, as follows:

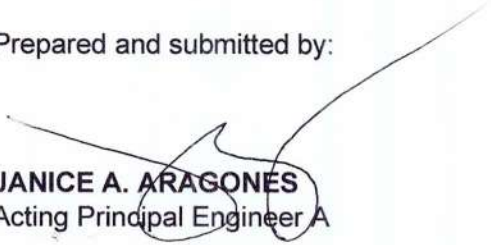
- a. Four (4) sets of white prints (standard size) per port
- b. Four (4) sets of A3-size copies per port
- c. Soft copy in **CAD format**, showing:
  - Lot boundaries and dimensions
  - Control points and marks placed
  - Easements and relation to existing structures/fences (if applicable)



## VII. TERMS OF PAYMENT

1. Payment shall be made only after full acceptance of deliverables and submission of all required documents.
2. Payments are subject to applicable taxes, auditing, and accounting rules and regulations of the PPA.
3. A penalty of 1/10 of 1% per day of delay shall be imposed, not exceeding 10% of the contract price, after which the contract may be rescinded.
4. Mobilization or progress billing shall not be allowed, in accordance with existing PPA policies.

Prepared and submitted by:

  
**JANICE A. ARAGONES**  
Acting Principal Engineer A

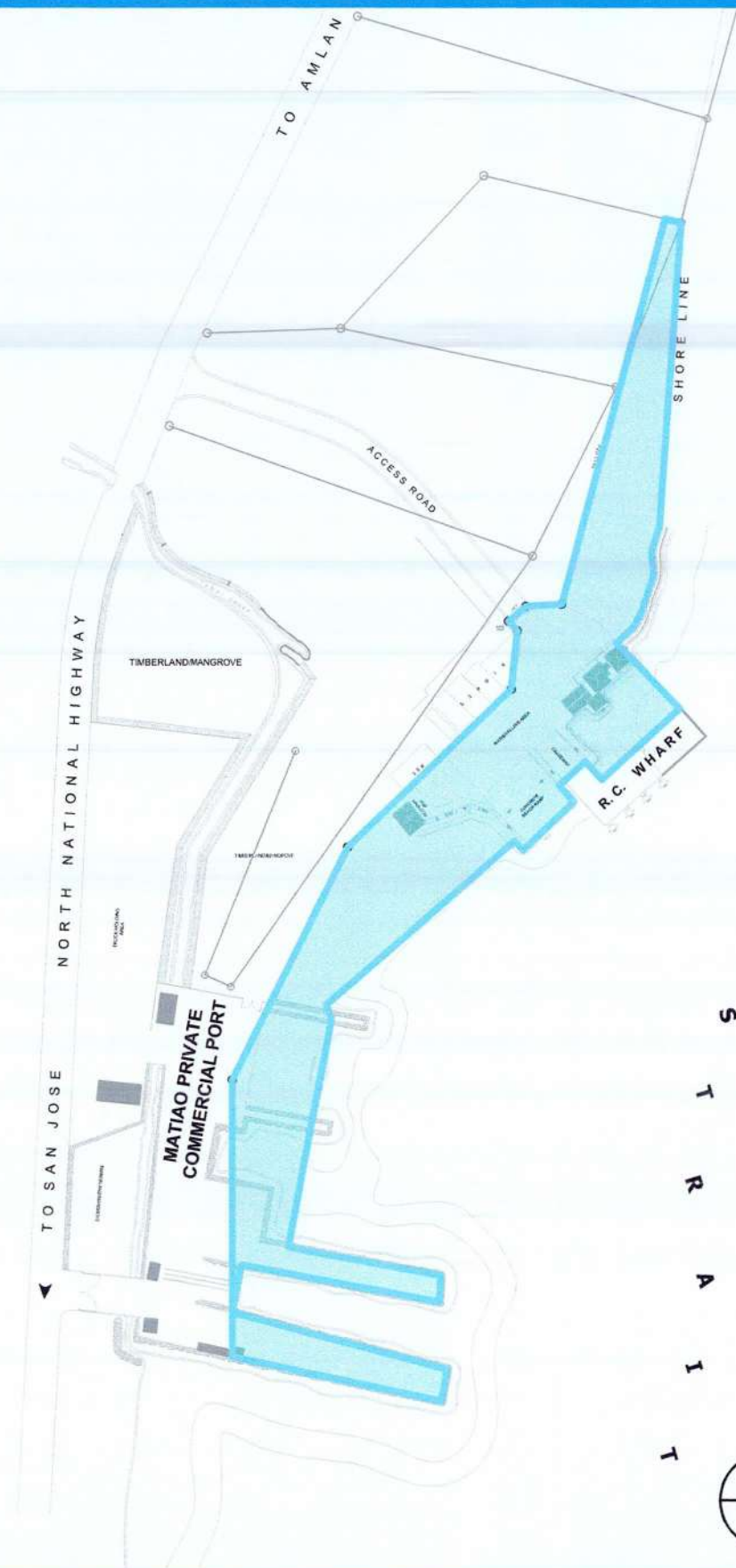
Recommending Approval:

  
**HUBERT P. MITMIT**  
ESD Manager

Approved:

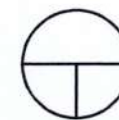
  
**REMY T. DEL MORO, JR.**  
Acting Port Manager





TOTAL LAND AREA: 10,008.03 Sq. M.

## PORT LAY-OUT PLAN OF TANDAYAG



PROJECT TITLE:

PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF THE PORTS OF DUMAGUETE, TANDAYAG, GUIHULNGAN, SIATON, LAZI, SIKUIJOR, AND LARENA FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA

LOCATION: PORT OF TANDAYAG, NEGROS ORIENTAL

SHEET CONTENTS:

- AS SHOWN

PREPARED BY:

RITCHE VEL A. DE GUZMAN  
Draftsman III

CHECKED BY:

JANICE A. ARAGONES  
Acting Supervising Engineer

RECOMMENDING APPROVAL:

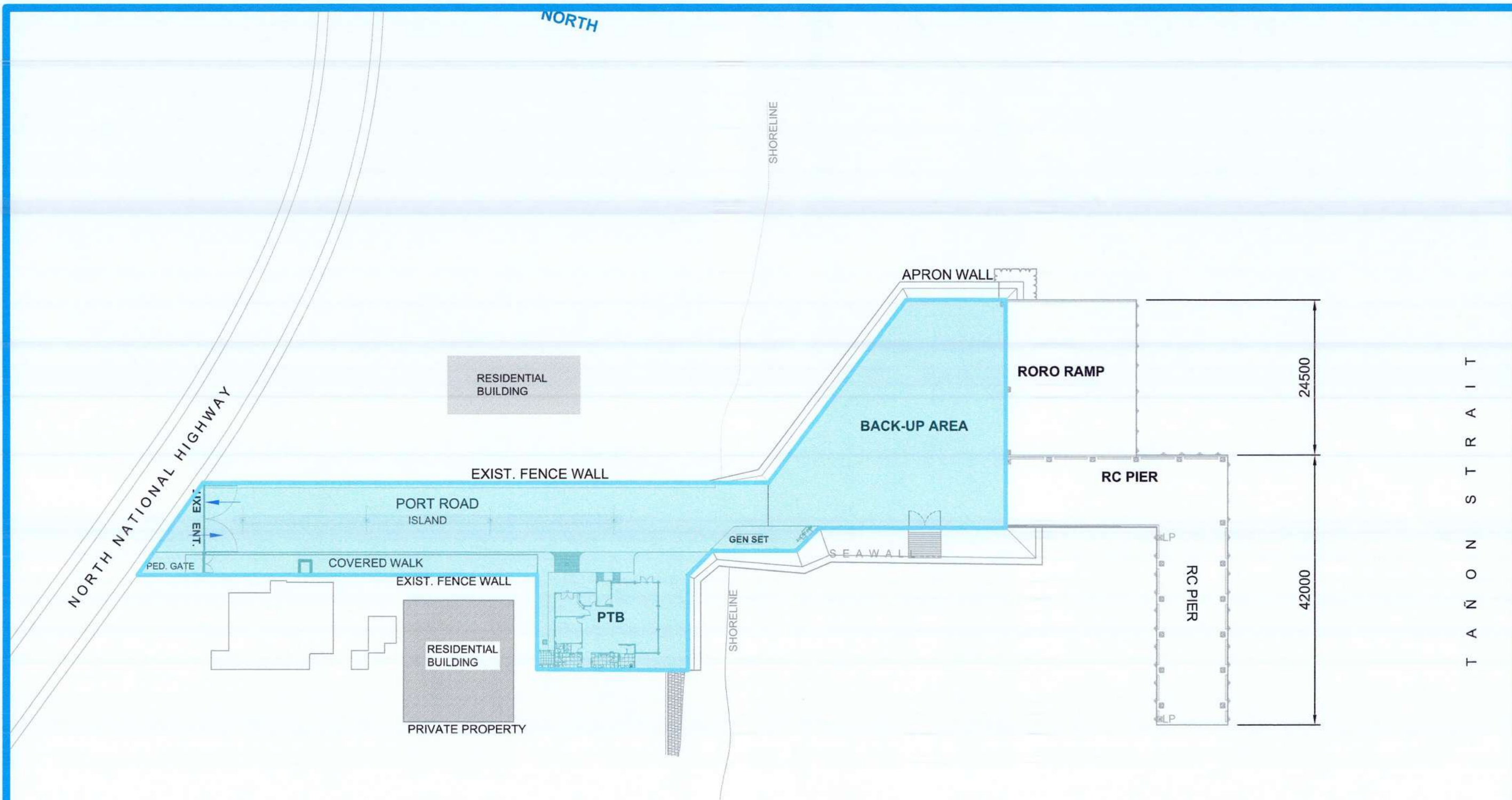
HUBERT P. MITMIT  
ESD Manager

APPROVED BY:

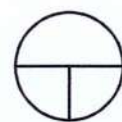
REY T. DEL MORO, JR.  
Acting Port Manager

SHEET NO.:

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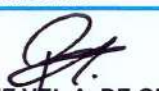
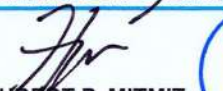


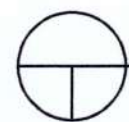
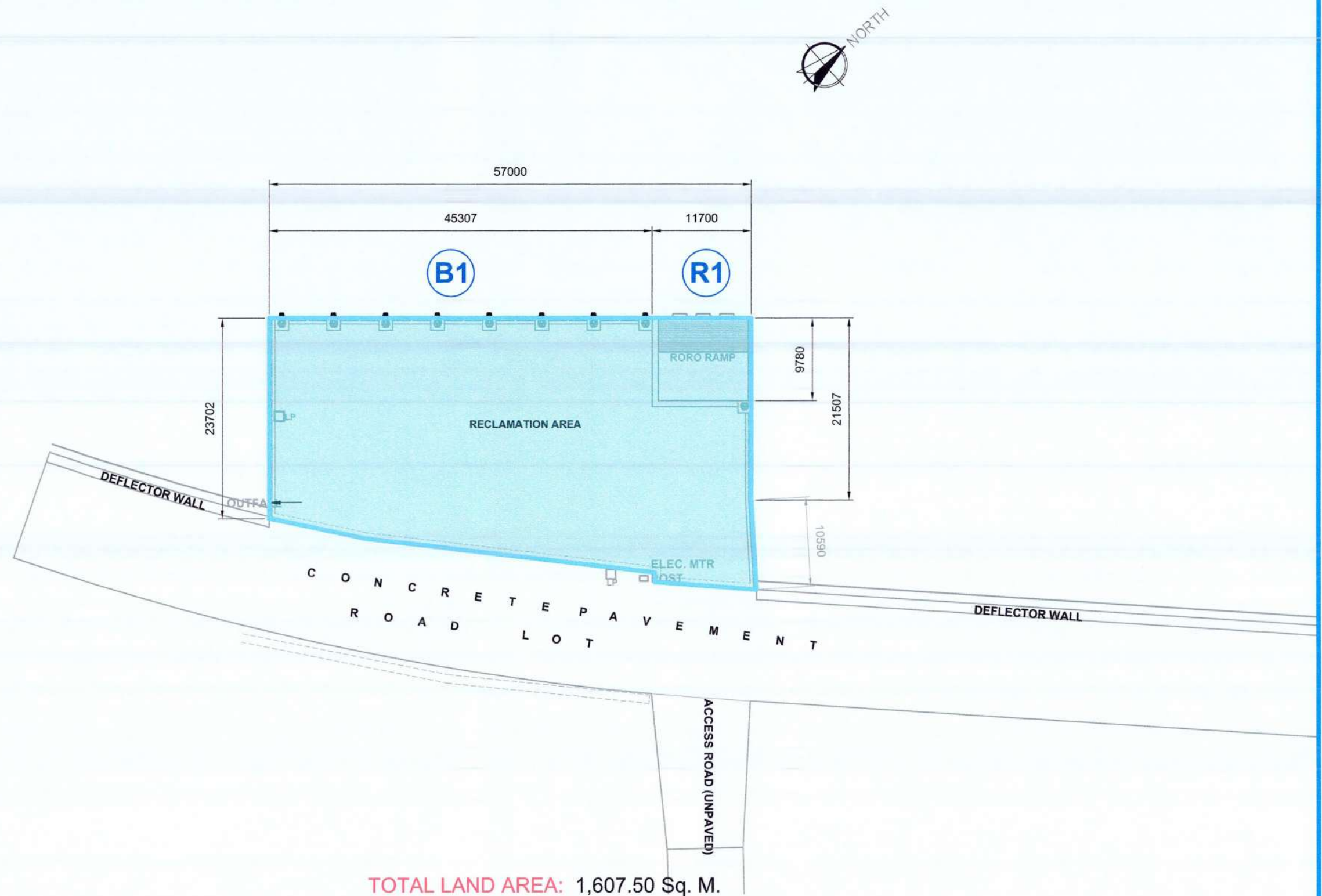
TOTAL LAND AREA: 2,621.72 Sq. M.



## PORT LAY-OUT PLAN OF BULADO

T A Ñ O N S T R A I T

|                                                                                                                             |                                                                                                                                                                                                                                                                                                 |                                                |                                                                                                                                                                               |                                                                                                                                                                                       |                                                                                                                                                                                |                                                                                                                                                                                  |                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|  <p>PMO - NEGROS ORIENTAL / SIKUIJOR</p> | <p>PROJECT TITLE:<br/> <b>PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF THE PORTS OF DUMAGUETE, TANDAYAG, GUIHULNGAN, SIATON, LAZI, SIKUIJOR, AND LARENA FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA</b></p> <p>LOCATION: PORT OF BULADO, NEGROS ORIENTAL</p> | <p>SHEET CONTENTS:<br/>         • AS SHOWN</p> | <p>PREPARED BY:<br/> <br/> <b>RITCHE VEL A. DE GUZMAN</b><br/>         Draftsman III</p> | <p>CHECKED BY:<br/> <br/> <b>JANICE A. ARAGONES</b><br/>         Acting Supervising Engineer</p> | <p>RECOMMENDING APPROVAL:<br/> <br/> <b>HUBERT P. MITMIT</b><br/>         ESD Manager</p> | <p>APPROVED BY:<br/> <br/> <b>REY T. DEL MORO, JR.</b><br/>         Acting Port Manager</p> | <p>SHEET NO.:<br/> </p> |
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## PORT LAY-OUT PLAN OF SIATON

PROJECT TITLE:

PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF THE PORTS OF DUMAGUETE, TANDAYAG, GUIHULNGAN, SIATON, LAZI, SIQUIJOR, AND LARENA FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA

LOCATION: PORT OF TAMBOBO, SIATON, NEGROS ORIENTAL

SHEET CONTENTS:

• AS SHOWN

PREPARED BY:

RITCHE VEL A. DE GUZMAN  
Draftsman III

CHECKED BY:

JANICE A. ARAGONES  
Acting Supervising Engineer

RECOMMENDING APPROVAL:

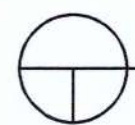
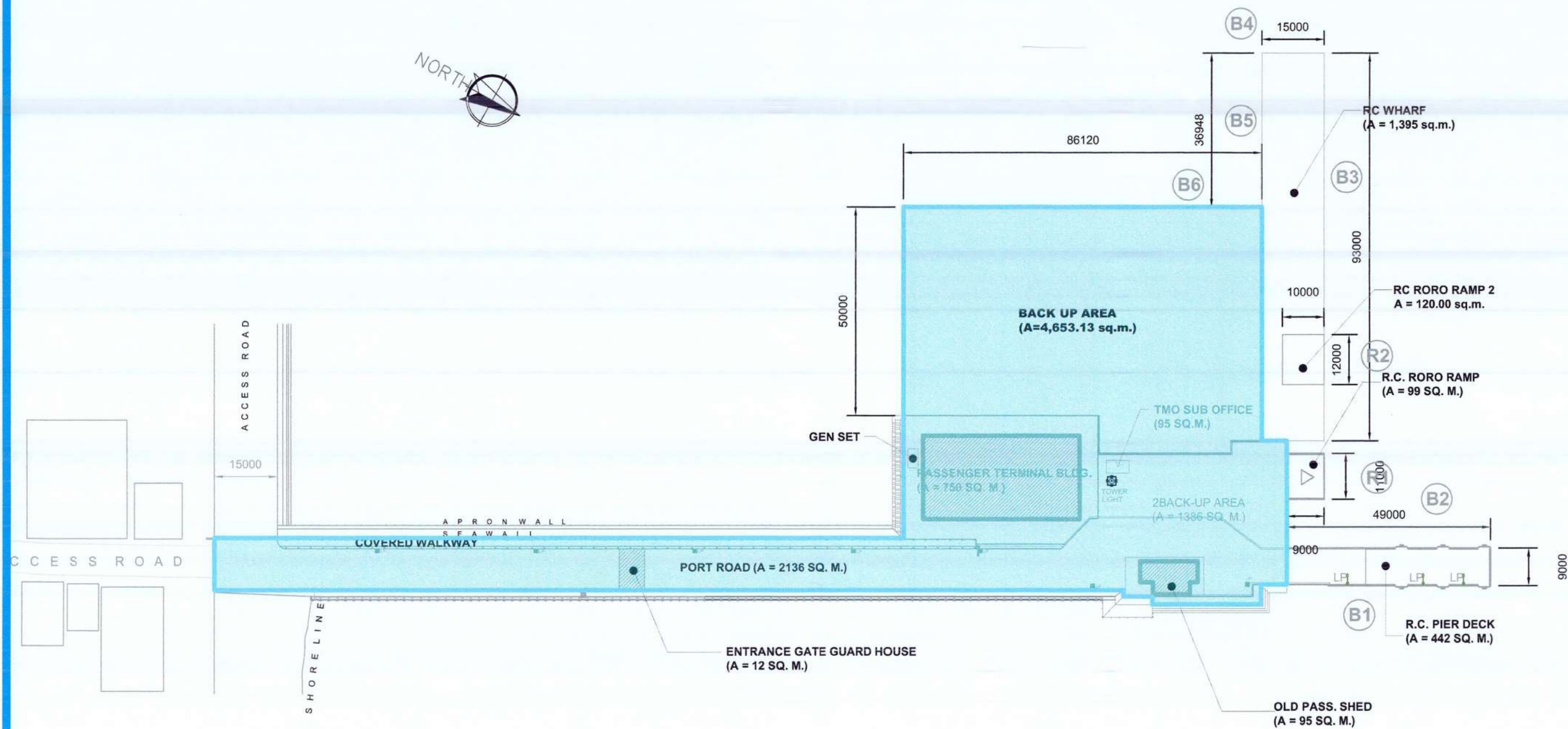
HUBERT P. MITMIT  
ESD Manager

APPROVED BY:

REY T. DEL MORO, JR.  
Acting Port Manager

SHEET NO.:

4  
7



## PORT LAY-OUT PLAN OF SIQUIJOR

**PROJECT TITLE:**

PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF THE PORTS OF DUMAGUETE, TANDAYAG, GUIHULNGAN, SIATON, LAZI, SIQUIJOR, AND LARENA FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA

LOCATION: PORT OF SIQUIJOR, SIQUIJOR

**SHEET CONTENTS:**

• AS SHOWN

**PREPARED BY:**

RITCHIE VEL A. DE GUZMAN  
Draftsman III

**CHECKED BY:**

JANICE A. ARAGONES  
Acting Supervising Engineer

**RECOMMENDING APPROVAL:**

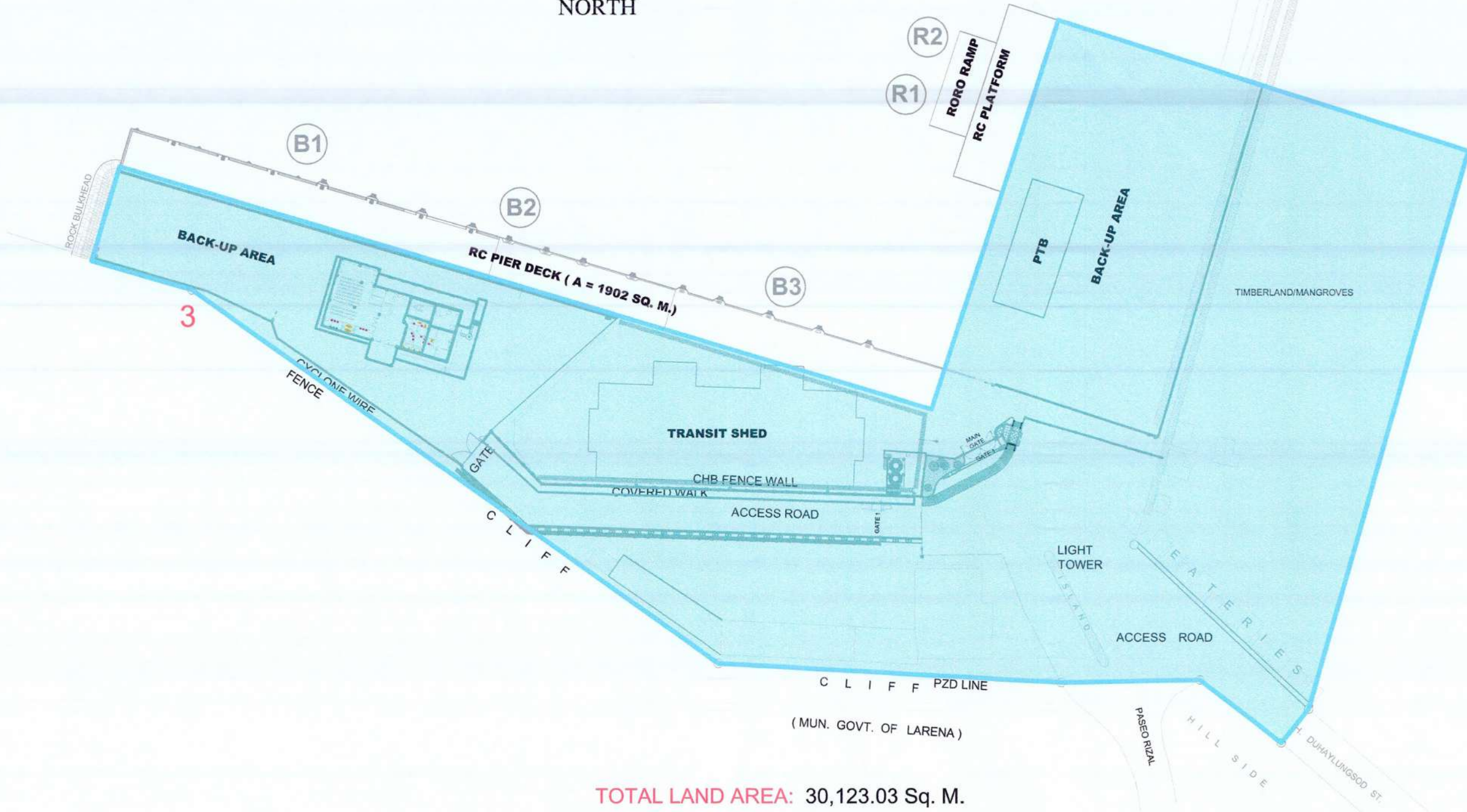
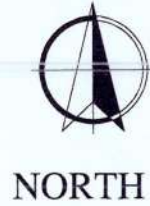
HUBERT P. MITMIT  
ESD Manager

**APPROVED BY:**

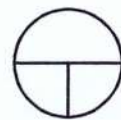
REV. T. DEL MORO, JR.  
Acting Port Manager

**SHEET NO.:**

5  
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TOTAL LAND AREA: 30,123.03 Sq. M.



## PORT LAY-OUT PLAN OF LARENA

PROJECT TITLE:

PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF THE PORTS OF DUMAGUETE, TANDAYAG, GUIHULNGAN, SIATON, LAZI, SIKUIJOR, AND LARENA FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA

LOCATION: PORT OF LARENA, SIKUIJOR

SHEET CONTENTS:

• AS SHOWN

PREPARED BY:

RITCHEL A. DE GUZMAN  
Draftsman III

CHECKED BY:

JANICE A. ARAGONES  
Acting Supervising Engineer

RECOMMENDING APPROVAL:

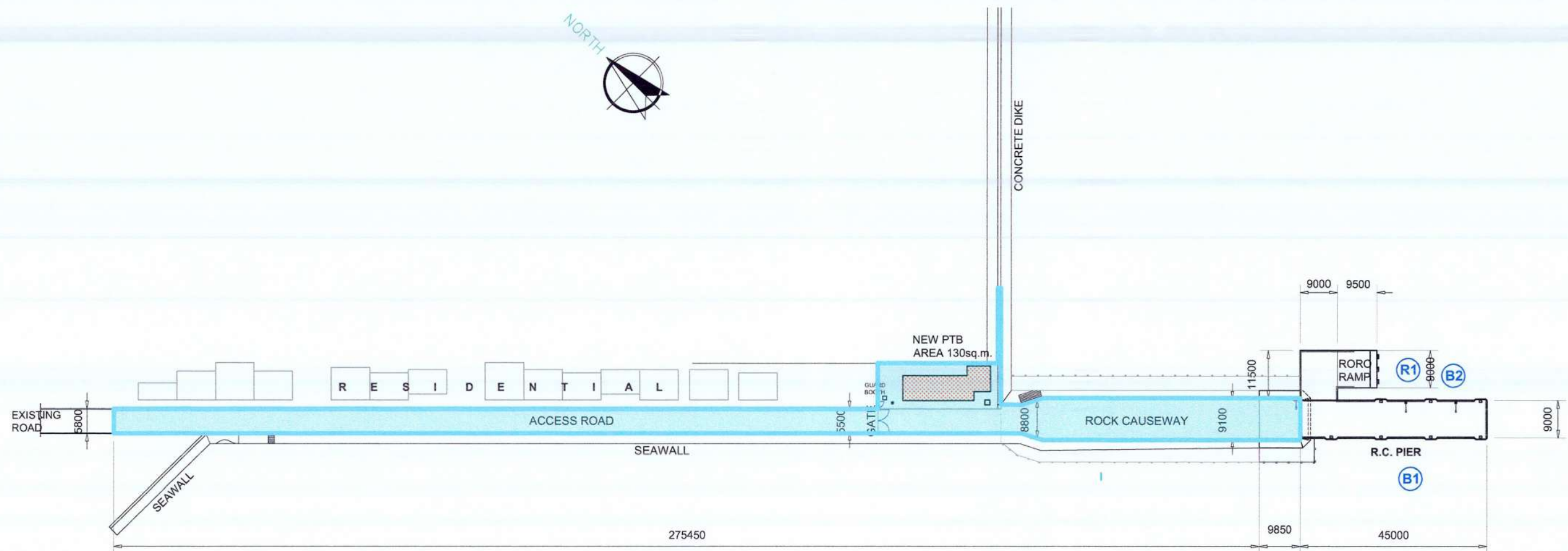
HUBERT P. MITMIT  
ESD Manager

APPROVED BY:

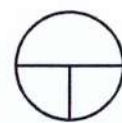
REY T. DEL MORO, JR.  
Acting Port Manager

SHEET NO.:

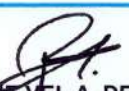
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TOTAL LAND AREA: 2,218.59 Sq. M.



## PORT LAY-OUT PLAN OF LAZI

|                                                                                                                             |                                                                                                                                                                                                                                                                                |                                       |                                                                                                                                                              |                                                                                                                                                                   |                                                                                                                                                              |                                                                                                                                                                |                                                                                                             |
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|  <p>PMO - NEGROS ORIENTAL / SIQUIJOR</p> | <p>PROJECT TITLE:<br/>PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF THE PORTS OF DUMAGUETE, TANDAYAG, GUIHULNGAN, SIATON, LAZI, SIQUIJOR, AND LARENA FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA</p> <p>LOCATION: PORT OF LAZI, SIQUIJOR</p> | <p>SHEET CONTENTS:<br/>• AS SHOWN</p> | <p>PREPARED BY:<br/><br/>RITCHIE VEL A. DE GUZMAN<br/>Draftsman III</p> | <p>CHECKED BY:<br/><br/>JANICE A. ARAGON<br/>Acting Supervising Engineer</p> | <p>RECOMMENDING APPROVAL:<br/><br/>HUBERT P. MITMIT<br/>ESD Manager</p> | <p>APPROVED BY:<br/><br/>REY T. DEL MORO, JR.<br/>Acting Port Manager</p> | <p>SHEET NO.:<br/></p> |
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