



INVITATION FOR SUBMISSION OF QUOTATION (SMALL VALUE PROCUREMENT)

The Philippine Ports Authority, PMO-Negros Occidental/Banago/Bacolod, through its Bids and Awards Committee for Engineering Projects (BAC-EP), invites contractors registered with and classified by the Philippine Contractors Accreditation Board (PCAB) to submit bid proposal for the hereunder project:

Name of Project : **TOPOGRAPHIC SURVEY FOR SPECIAL PATENT
FOR TITLING OF SAN CARLOS PORT, BANAGO PORT,
HIMAMAYLAN PORT AND PULUPANDAN PORT**

Location : **PORTS OF SAN CARLOS, BANAGO, HIMAMAYLAN, AND
PULUPANDAN, NEGROS OCCIDENTAL**

BRIEF DESCRIPTION : **SCOPE OF WORKS:**
1.01 Mobilization/Demobilization
1.02 Topographic Survey for Special Patent for Titling of San
Carlos Port, Banago Port, Himamaylan Port and
Pulupandan Port

Equipment Required :

1 unit GPS-Dual Frequency	- Owned/Leased
1 unit Total Station	- Owned/Leased

Approved Budget for the Contract : **P 888,593.00**

Contract Duration : **60 Calendar Days**

Prospective bidders shall submit Bid Proposal/Bill of Quantities together with the herein documents:

1. DTI Business Name Registration or SEC Registration
2. Valid and Current Mayor's Permit
3. Phil-Geps Registration
4. VAT Certificate of Registration
5. Current Tax Clearance Certificate
6. Duly Notarized Omnibus Sworn Statement
7. List of Equipment, either owned or leased and/or has under Purchase Agreement to be used for the execution of the project

Procurement will be conducted in consonance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009, otherwise known as the "New Government Procurement Act". Only sealed bids/canvass from eligible bidders will be opened and a contract will only be awarded to the Lowest Calculated and Responsive Bidder who was determined as such during post-qualification.

Bid Proposals must be delivered to the address below on or before **9:00am, April 27, 2026** at the Bids and Awards Committee (BAC-EP), c/o BAC Secretariat and will be opened on the same day, **April 27, 2026 at 9:30am.**

The Philippine Ports Authority, PMO-Negros Occidental/ Banago/Bacolod reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For further information, please refer to:

MONA LIZA G. VILLARAN
BAC, Head Secretariat
Philippine Ports Authority, PMO-NBB
Port of Banago, Brgy. Banago,
Bacolod City 6100
Telephone/Fax No. (034) 441-1402 to 03 / 441-1225


EMMANUEL A. ORLINA
Chairperson
BAC-Engineering Projects



TERMS OF REFERENCE

FOR

“TOPOGRAPHIC SURVEY FOR SPECIAL PATENT FOR TITLING OF SAN CARLOS PORT, BANAGO PORT, HIMAMAYLAN PORT AND PULUPANDAN PORT, PORTS OF SAN CARLOS, BANAGO, HIMAMAYLAN AND PULUPANDAN, NEGROS OCCIDENTAL”

I. RATIONALE

This Term of Reference (TOR) shall guide the interested parties in the public procurement for “TOPOGRAPHIC SURVEY FOR SPECIAL PATENT FOR TITLING OF SAN CARLOS PORT, BANAGO PORT, HIMAMAYLAN PORT AND PULUPANDAN PORT”.

II. SCOPE OF WORKS

The services called for the conduct of Topographic Survey for Special Patent for Titling of San Carlos Port, Banago Port, Himamaylan Port and Pulupandan Port for the purpose of collecting accurate and comprehensive data related to the land, boundaries, and other relevant features associated with the special patent. The survey aims to ensure precise documentation of the property to support legal, administrative, and planning requirements.

The services to be rendered by the winning bidder shall be as follows:

1. Mobilization/Demobilization ----- 1 l.s.
2. Topographic Survey for Special Patent ----- 1 l.s.
for Titling of San Carlos Port, Banago
Port, Himamaylan Port and Pulupandan Port

The equipment needed for the services:

One (1) GPS-Dual Frequency

One (1) Total Station

The duration of contract:

The contract will start within seven (7) days upon receipt of Notice to Proceed or Job Order and service duration of 60 calendar days.

MOBILIZATION/DEMOBILIZATION

Mobilization/Demobilization includes the delivery of manpower and equipment to and from the Port of Banago, Bacolod City, Port of San Carlos, San Carlos City, Port of Himamaylan, Himamaylan City and Port of Pulupandan, Pulupandan, Negros Occidental during the conduct of the above-mentioned survey works. To include the rental service vehicle and survey instruments, board and lodging of surveyors during the conduct of the above mentioned survey works, and all incidental expenses that may be incurred relative to the conduct of the said activity.

TOPOGRAPHIC SURVEY FOR SPECIAL PATENT FOR TITLING OF SAN CARLOS PORT, BANAGO PORT, HIMAMAYLAN PORT AND PULUPANDAN PORT

A topographic and facility survey shall be made in order to determine the planimetric position of existing port's structures, access road, coastline formation, including privately owned commercial and residential buildings which in no case shall go beyond from the port's perimeter fence or within construction limits

RESEARCH/SURVEY DATA GATHERING

The winning bidder/surveyor shall conduct research and gather technical data within the specified survey limits and plot/overlay or incorporate the same in the final Survey Plan as directed by the PPA Engineer.

PROCESSING OF SURVEY RETURNS

Coordination with verification from DENR for Survey Returns as followed:

- A. Letter transmittal, enumerating therein the documents being submitted as part of the survey returns, signed and sealed by the Geodetic Engineer;
- B. Original drafting film plan, complete in details indicated by appropriate conventional symbols indicated in the DENR Manual of Land Surveys, signed and sealed by the Geodetic Engineer;
- C. Parcel Information Sheet (PIS);
- D. The original field notes and field notes cover duly notarized;
- E. Survey notification letter;
- F. Lot data computation and traverse computation;
- G. Astronomical Observation Computation;
- H. GE certificate, duly notarized and;
- I. Certificate of Instrument Registration;

J. Submission of survey returns signed and sealed by licensed authorized Geodetic Engineers;

K. Preliminary examination of the survey returns to determine completeness and adherence to survey standards and;

L. Payment of fees (verification, preparation, and other fees).

CAD PLOTTING AND PRINTING

All survey data gathered in the field as specified in the preceding paragraphs shall be reflected on the plan in CAD format.

III. OBLIGATIONS AND RESPONSIBILITIES

a. OF THE SERVICE CONTRACTOR/SERVICE PROVIDER

- Undertake the services required on time;
- Comply with the provisions and other documentary requirements provided under R.A. 12009.
- Undertake survey works in accordance with Geodetic Engineering Law and in conformance with the Manual of Land Surveys in the Philippines.
- Obey port rules and regulations and of local ordinance.
- Coordinate with DENR technical staff for verification and application of Survey Returns
- Submit 6 sets of the duly signed and sealed topographic survey plans.
- Submit soft copy of plans in CAD Format and Report showing lot boundaries, dimensions, marks placed, easements and relationship to appurtenant occupant/fencing (if applicable).
- Based from recorded undisturbed BLLM or BBM, the winning surveyor shall establish at least two horizontal/vertical control stations/points within the port area that are intervisible with a minimum distance of 50 meters and mark with brass nail or rod with inscription "PPA-1" and "PPA-2", with corresponding geographic and grid coordinates to be reflected on the plan including its elevation reckoned from the mean lower low water (M.L.L.W.) datum.
- Submit to Land Management Services (LMS) of the Bureau of Lands the necessary documentary requirements for the processing of the application for the approval of plans.

b. OF THE AUTHORITY

- Evaluate and Award the Contract to the winning bidder in accordance with the provision of RA 12009.
- Identify, supervise and monitor the activities during the conduct of survey works and related services.
- Pay to the service contractor the amount due to them as specified in the contract, upon submission of the original survey plan and report, duly sealed and signed, and presentation of Statement of Account supported with Acceptance Certificate, subject to existing government accounting rules and regulations.

(Proof of application submitted to the Land Management Services or similar responsible government agency for any completed area, and acceptance of complete documents by the same agency, will serve as the basis for determining payment to the Service Contractor).

IV. APPROVED BUDGET FOR THE CONTRACT: P 888,593.00

Prepared by:


RICHEL R. ARCEO
Acting ESD Manager

Recommending Approval:


EMMANUEL A. ORLINA
BAC Chairperson

Approved by:


REY T. DEL MORO JR.
Acting Port Manager