



REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **26 September 2024**
Project Title : **Supply and Replacement of Cooling Tower PVC Fillers and Package Air Conditioning Unit Filters at 4/F and 5/F of PNOC Bldg. 5**
Reference No. : **2024-09-144**
Total ABC : **PhP 230,000.00**
Submission Deadline : **8 October 2024 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Password-protected PDF copy to email address:
or newprocurement@pnoc.com.ph

Physical Submission **Sealed envelope to PNOC Procurement Management Division at the above address**

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

Additional Requirements:

- Certificate of Inspection
- Brochures/Catalogue
- Submission of at least three (3) satisfactorily completed installation, repair or maintenance projects accomplished within the last five (5) years

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / gsmendoza@pnoc.com.ph.

Thank you.


f. **ATTY. JOSEPHINE CASSANDRA J. CUI**
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Replacement of Cooling Tower PVC Fillers and Package Air Conditioning Unit Filters at 4/F and 5/F of PNOC Building 5

LOT	UM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (₱)
1	lot	Supply of labor, tools, materials, equipment, consumables, and technical supervision for the Replacement of PVC Fillers of Cooling Towers and Filters of Package Air Conditioning Unit (PACU) at PNOC Bldg. 5 <i>(please refer to attached scope of work/terms of reference)</i>	1	
Total amount of ABC: PhP 230,000.00				
Delivery Schedule:		Within Ten (10) Calendar Days after reckoned from the receipt of Notice to Proceed (NTP)		
Delivery Place:		PNOC-Main Office, BGC, Taguig City		
		Quoted price should be VAT inclusive		
		Awarding on per lot basis / one (1) lot		
Warranty: Twelve (12) months from date of acceptance				



PHILIPPINE NATIONAL OIL COMPANY

General Services Division

PNOC Building 6, Energy Compound, Rizal Drive, BGC, Taguig City

Project: Supply and Replacement of Cooling Tower PVC Fillers and Package Air Conditioning Unit filters @ 4F and 5F of PNOC Building 5.

Justification: To improve/optimize the performance efficiency of the Package Air Conditioning Units (PACU).

SCOPE OF WORKS:

The scope of the Project is to Supply, Deliver and Replace the PVC fillers of cooling towers and filters of Package Air Conditioning Units for the 4/F and 5/F of PNOC Building 5. Scope includes the provision of supervising Mechanical Engineer, skilled labor, proper tools, consumables and verifying test instruments. Work also includes dismantling of replacement fillers and filters, cleaning and reconditioning of the unit prior to reinstallation of replacement fillers and filters including all essential components and accessories necessary to complete the system.

LABOR REQUIREMENT/S:

- Contractor should have undertaken cooling tower repair and maintenance projects.
- Project shall be supervised by a supervising Mechanical Engineer.
- Provision of skilled air conditioning technicians/installers.
- Bidder must have at least three (3) years of experience in handling repair, supply and installation of cooling tower parts.

OTHER DOCUMENTARY REQUIREMENT/S:

- ❖ Submit at least three (3) satisfactorily completed installation, repair or maintenance projects accomplished within the last five (5) years.
- ❖ Submit Inspection Certificate.

MATERIAL REQUIREMENT:

- ❖ The Contractor shall provide, among others, the following primary materials as stated below:
 1. One (1) lot of supply, delivery and installation of PVC Fillers for the 4th floor and 5th floor ICS-70 cooling towers complete with fixing materials, essential components, accessories and consumables.
 - Diameter: 1900mm
 - Height: 525mm
 - Material: PVC
 - Type: Honeycomb
 2. One (1) lot of supply, delivery and installation of four (4) pieces washable filters for the 4th floor and 5th floor RP-50WSYG package air conditioning units complete with fixing materials and consumables.
 - Material: Synthetic
 - Height: 160mm
 - Length: 165mm
 3. All supplied materials should be designed to adopt with the existing unit.
 4. Fixing materials must be corrosion resistant.
 5. Materials shall be factory manufactured. No fabricated items for the project will be accepted except when required but subject to prior approval of PNOC representative.
 6. Contractor must observe uniformity of supplied materials and accessories for the project.
 7. All materials and accessories for the project shall be subjected to inspection and acceptance by the PNOC Admin-GSD representative prior to commencement of work.

PROJECT EXECUTION REQUIREMENT:

1. Conduct coordination meeting with PNOC representative prior to start of work.
2. Conduct orientation to personnel involved in the execution of the project.
3. Clear the working area from safety hazards.
4. Turn-off electrical supply at the area where personnel will be working for safety purpose and double check by using testing instruments.
5. Carefully dismantle fillers and filter by using appropriate tools.
6. Conduct thorough cleaning and duly prepare the unit prior to reinstallation of replacement parts.
7. Reinstall the fillers and filters as per recommended process including necessary components/accessories.
8. Conduct a comprehensive final checking of the installation. All unacceptable work must be replaced and/or reworked at no additional cost to PNOC.
9. Work area must be cleaned and cleared.
10. Energize and conduct initial testing of the system.
11. Demobilization of personnel, tools and equipment.

GENERAL PROVISIONS:

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD representatives on the specific works to be done for the project.
2. The Contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive to an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work.
3. The Contractor is required to secure the required surety, performance and guarantee bonds prior to the commencement of work.
4. The Contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
5. The Contractor is required to coordinate all activities and work relative to the project with the PNOC Admin-GSD representative for proper monitoring and coordination.
6. The Contractor shall commence work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the Contractor, as updated, with the approval of the PNOC Admin-GSD representative and complete the project by the completion date as indicated on the TOR.
7. The Contractor shall be liable for all fire and accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
8. The Contractor shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries or liabilities to persons or damages to property occasioned by any act of omissions of the contractor including any and all expenses which may be incurred by PNOC-Admin GSD and its personnel in the defense of any claim, action or suit.
9. The cost of any and all rework and/or restoration of damaged properties due to Contractor's poor workmanship or negligence shall be borne by the contractor.
10. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
11. The Contractor must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID and observe company rules and regulations on safety and security.
12. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC-Admin GSD, as represented by its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgement are not in full accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
13. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
14. The Contractor should follow proper procedures for entering the compound (i.e., visitor's log books, etc.)

15. The management will assign the Contractor certain room or area where materials and equipment may be stored, but this will be at the contractor's risk as the management will not be liable for any damage or loss.

SITE POSSESSION:

1. The Contractor confirms that he has inspected the site where the work will be performed; that he has informed himself fully as to the conditions which might affect the nature, extent and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of failure of the Contractor to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.
2. Tapping of equipment and other related work shall be properly coordinated with PNOC-Admin GSD designated representative for provision of electrical power source.

COMPLETION OF WORK:

Work should be completed in ten (10) calendar days from receipt of the Notice to Proceed (NTP).

Work schedule: 7:00am onwards on weekends and holidays

NOTE: Delays due to work stoppage ordered by GSD shall not be counted against the set completion date.

WARRANTY:

- All materials, parts and components and workmanship shall be guaranteed for a period of twelve (12) months from date of acceptance. At any time within the period of guarantee and upon notification, the contractor shall immediately repair within a period of twenty (24) hours from receipt of verbal or written notice and/or rectify all the deficiencies, including replacement of parts or entire unit, at no cost to PNOC.
- If any has been omitted in any item of work or materials which are necessary for the completion of the work as outlined herein, then such item must be and hereby provided /included to complete the system.

PROJECT ABC: PHP230,000.00

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation / Position : _____
Name of Organization : _____
Address : _____

Telephone/Mobile No. : _____
Email Address : _____
TIN : _____
PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.