



PNOC-ALTERNATIVE FUELS CORPORATION

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

## 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:

Project Title : Calibration of Fire Engine Blow-Off Valve  
Reference No. : 2021-03-062  
ABC : PhP75,000.00  
Submission Deadline : 7-May-2021 / 10:00 AM

Accomplished Price Quotation/Proposal and Compliance Forms may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph) and [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- 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)

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.

Thank you.

*Evangelina B. Albaytar* 4.26.21

EVANGELINE B. ALBAYTAR  
Chairperson  
Bids and Awards Committee

## **PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

### **Calibration of Fire Engine Blow-Off Valve**

#### **Technical Specifications / Terms of Reference**

**Project** : Calibration of Four (4) units Blow off Valve  
**Justification** : To ensure accurate setting of Blow Off Valve and in compliance for the IMS Requirements for Calibration Certificate.

#### **SCOPE OF WORK:**

1. Mobilization
2. Site inspection
3. Site Preparation with PNOG IP Staff.
4. Prepare the material/permit needed for calibration.
5. Calibration activity
6. Testing and commissioning
7. Housekeeping

#### **LABOR REQUIREMENTS:**

1. Contractor must have relevant experience in Calibration of Blow Off Valve and other Instruments.
2. Contractor must have relevant experience in Testing and Commissioning of Blow Off Valve.
3. Contractor shall have a supervisor or lead foreman present whenever work is being performed at the project site.
4. Contractor must provide technical report about the result of Calibration such as recommendation / Certificate of Calibrated Blow Off Valve.

#### **MATERIALS REQUIREMENTS:**

1. Calibration instrument and other necessary materials for calibration.

#### **PROJECT EXECUTION REQUIREMENTS:**

1. Mobilization and preparation of the detailed methodology, work schedule and preliminary assessment.
2. Submission of GANTT Chart for determination of activities and timelines.
3. Detailed inspection and testing of equipment.

4. Final report preparation and Certificate of Calibration.

**ADDITIONAL REQUIREMENTS:**

A. General Conditions

1. Contractors must do inspection and actual measurements on all areas to be done by the scope of works prior to submission of bid to arrive at an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work. No inspection should be ground for disqualification of bids in evaluation.
2. 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 representative and complete the project by the completion date as indicated in the TOR.
3. 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.
4. The minimum work experience requirements for key personnel are the following:

Key Personnel	General Experience	Relevant Experience
Technical Personnel	Min. 3 years of being an Expert in Instrumentation	Min. 2 years Calibration of Instrument

5. 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.
6. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC, 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 judgment 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.
7. A joint inspection must be conducted by the Contractor at PNOC- Industrial Park Personnel on the specific works to be done for the project.

• 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 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 designated representative for provision of electrical power source for outlets.
3. The PNOC shall designate a specific area to be used by the Contractor as temporary facilities/storage area/administration area in connection with the project.

**COMPLETION OF WORK:**

- Work should be completed within thirty (30) days reckoned from the date of receipt of the Notice to Proceed.
- Work should start from 7:00 AM to 5:00 PM weekdays and weekends including holidays.  
NOTE: Delays due to work stoppage ordered by PNOC shall not be counted against the set completion date.

**WARRANTY PROVISIONS:**

- The warranty shall be one (1) year in workmanship reckoned from the date of final turn-over and acceptance.

ABC: Php 75,000.00

**DEFINITION OF SIMILAR PROJECT:**

- Calibration of instruments.

**PROPOSAL AMOUNT:**

LOT	UM	PARTICULARS	QTY.	TOTAL AMOUNT (PhP)
1	units	Calibration of Fire Engine Blow-Off Valve	4	

**TERMS AND CONDITIONS**

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.

4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
6. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.

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.

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 : \_\_\_\_\_

Organization Address : \_\_\_\_\_

Tel No. / Mobile No. and Email Address : \_\_\_\_\_



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