



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

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[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 : **Preventive Maintenance of One (1) Unit Westin Power Diesel Engine Generator Set (200.0kW) at PNOC ESB**  
Reference No. : **2021-08-165**  
ABC : **PhP124,500.00**  
Submission Deadline: **August 16, 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 [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [rqvergara@pnoc.com.ph](mailto:rqvergara@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit / BIR Certificate of Registration (for individual consultant)
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet
- Notarized Omnibus Sworn Statement - Annex "A" (may be submitted after award and 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.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee

# PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

## Preventive Maintenance of One (1) Unit Westin Power Diesel Engine Generator Set (200.0kW) at PNOC ESB

### *TERMS OF REFERENCE*

#### **I. SCOPE OF WORK**

1. Replacement and disposal of consumables such as Engine oil, Oil filter, Fuel water separator, Fuel filter, and Coolant filter (if equipped) in the area assigned by PNOC.
2. Engine Inspection, Engine test run and assessment before the start of maintenance, and gather data.
3. Cleaning and checking tension of battery terminals, specific gravity and Air filter/s.
4. Check alternator belt, adjust if necessary
5. Check coolant level, condition of water pump, fuel pump, temperature sensors, oil pressure sensors, etc.
6. Cleaning all accessible nuts, bolt and clamps and control boards.
7. Checking of starter motor, motor solenoid, engine mounting and exhaust system mounting and condition.
8. Checking of operation battery charger (if equipped) and display panel lamps for correct operation.
9. Visual inspection of all external components for mechanical damage or malfunction.
10. Generator Controller visual inspection
  - a. Checking of engine parameters on generator set controller
  - b. Test run (without load) and gather data.
11. Final Test run
12. Cleaning and demobilization

#### **II. LABOR REQUIREMENTS**

1. Contractor must be knowledgeable in performing preventive maintenance work of diesel engine Generator set.
2. Contractor must have a qualified team leader for all technical aspects needed for maintenance on Engine, alternator and other services performed at project site.

#### **III. EQUIPMENT REQUIREMENTS**

No major equipment require

#### **IV. MATERIALS REQUIREMENTS**

1. Lube Oil Filter
2. Fuel filter
3. Air Filter
4. Water Filter
5. Engine Oil Lubricant
6. Radiator water coolant

#### **V. PROJECT EXECUTION REQUIREMENTS**

##### **A. Methodology Requirements**

1. The Contractor shall validate and check any conditions on site which may have an effect on the work and shall immediately notify PNOC commencing the works.
2. Supply and delivery of required consumable and materials needed for the preventive maintenance works for diesel driven generator set (200KW / 250KVA).
  - 1pc – Lube Oil Filter
  - 1pc – Air Cleaner Element
  - 1pc – Fuel Filter
  - 2 pails - Engine Oil, HD 40
  - 15 liters - Radiator Coolant
  - 1pc - Fuel Water Separator Filter
3. Preventive maintenance of One (1) unit Westin Power Diesel Engine Generator Set (200.0kW) at PNOC ESB.
  - A. Cooling System
    - A.1 Coolant level – Check for coolant level
    - A.2 Radiator Heat Exchange – Visual inspection if there are leaks, physical damage and any blockage of air flow
    - A.3 Water Coolant Lines – check for water leaks and moisture along the water lines.
  - B. Electrical System
    - B.1 Battery – Checking the electrolyte level and specific gravity
    - B.2 Battery Heater Cooperation – checking if operational
    - B.3 Battery Connection – Check for loose cables and contamination on the terminals
    - B.4 Shutdown Mechanism – swift shutdown of Engine
    - B.5 Electrical Starter and Alternator – check for swift operation and check that alternator is providing power

B.6 Accessories and Meters – check for additional accessories that helps monitor the generator and functionality of meters.

C. AC Electrical System

C.1 AC Wiring – check for loose connection and retighten if necessary

C.2 Battery Charger – Check if the charger is operational during emergency or back up mode

C.3 Control Panel and switch Gear – checking of control panels including switches, meters and knobs. Checking of switch gear operation

C.4 AC Voltage Generator – checking of functionality

D. Air Induction and Exhaust System

D.1 Air Cleaning Unit – check for blockages and dirt

D.2 Air Induction piping and connections – checking for swift air flow

D.3 Turbo Charger and Blower – checking for swift operation

D.4 Exhaust Manifold / Connections – checking and cleaning of rust, dirt and operations.

E. Power Unit

E.1 Generator Structure – checking the overall appearance and surroundings

E.2 Coupling – checking for loose connection

F. Lubrication System

F.1 Engine Oil Level and appearance – check the oil level and appearance of the oil

F.2 Oil Filter – checking for oil leaks

F.3 Crankcase Pressure / breather – check the pressure during operation

F.4 Oil Leakage – check presence of oil in all engine

F.5 Engine Oil Level – checking the oil level

F.6 Fan Drive Bearing – check for noise and operation

F.7 Gauges – check for functionality

G. Fuel System

G.1 Fuel Tank – Checking of Fuel (must sustain at least 8 hours)

G.2 Filters – Checking and cleaning of dirt

G.3 System – checking for leaks

G.4 Gauges – must correspond according to actual level

4. Change Oil, fuel filter, oil filter, air cleaner elements, change radiator water with additional coolant chemicals, Fuel water separator filter.

## **B. General Conditions**

1. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the equipment of the proposed project to arrive at an estimate of the labor, materials, and services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
4. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
5. 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.
6. The contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
7. 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 or omissions of the contractor including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
8. 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.
9. 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.
10. 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 fully in accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
11. The Contractor shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.
12. The Contractor shall submit to PNOC ESB representative Daily Accomplishment Report for construction monitoring purposes.
13. The Base operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PNOC ESB representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Base operations during project implementation.

**C. Site Possession**

1. The CONTRACTOR confirms that he has inspected the equipment that he is fully aware of 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. The PNOC ESB shall designate a specific area to be used by the CONTRACTOR as temporary facilities/storage area/administration area in connection with the project.

**VI. PROJECT DURATION**

Work should be completed within **seven (7)** calendar days reckoned from the date of receipt of the Notice to Proceed.

**VII. WARRANTY PROVISIONS**

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

**VII. PROJECT LOCATION:**

- PNOC Energy Supply Base, Bgy. Mainaga, Mabini, Batangas

#	Item Description	Qty	Amount
1	Preventive Maintenance of One (1) Unit Westin Power Diesel Engine Generator Set (200.0kW) at PNOC ESB	1 lot	P

<b>Amount in Words</b>	
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**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 : \_\_\_\_\_