



**PHILIPPINE NATIONAL OIL COMPANY**

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:

Date : **October 14, 2021**  
Project Title : **RENTAL OF EQUIPMENT (BACKHOE)**  
Reference No. : **2021-10-213**  
Total ABC : **PhP71,680.00**  
Submission Deadline: **October 25, 2021/5:00 PM**

Accomplished **Price Quotation/Proposal and Compliance Form** 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 [hdvallano@pnoc.com.ph](mailto:hdvallano@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

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

**Other Requirements:**

- Operator's Certificate
- Equipment Worthiness Certificate
- Bill of Quantities

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



PHILIPPINE NATIONAL OIL COMPANY  
Energy Supply Base Department,  
Mainaga, Mabini, Batangas

TERMS OF REFERENCE (TOR)

**Project** : Rental of Equipment - Backhoe

**Project Location** : Energy Supply Base, Mainaga, Mabini, Batangas

**Justification** : Due to siltation of the existing canal that almost covers more 50% of the area. Growing bush and siltation causes stagnation of water. To provide better sewerage system at the PNOC ESB yard.

**I. SCOPE OF WORK:**

1. Supply of equipment and operator for the excavation of an existing canal in front of Admin bldg. and along road going to RORO.
2. Mobilization of equipment and operator to execute the work.
3. Fuel, lubrication, and other consumables shall be supplied by the contractor.
4. Excavation of canal in front of Admin Bldg. and along road going to RORO.
5. Hauling and disposal of excavated materials such as silts and others shall be done by the PNOC service provider (DBPSC).
6. Cleaning and demobilization.

**II. LABOR REQUIREMENTS:**

7. The contractor must have a knowledgeable equipment operator in performing the excavation of the identified area.
8. Watchman/spotter during the execution of work shall be supplied by PNOC.
9. The minimum work experience requirements for key personnel are the following:

Key Personnel	General Experience	Relevant Experience
Heavy Equipment operator	min. 5 years of being a Heavy Equipment operator	min. 3 years experience in operating heavy equipment such as backhoe and other heavy equipment

**III. EQUIPMENT REQUIREMENTS**

The minimum equipment requirements are the following:

Equipment	Capacity	Number of Units
Backhoe Excavator/ Breaker	0.80 cu.m	Min. of (1)

**IV. MATERIALS REQUIREMENTS:**

No material is needed.

V. BILL OF QUANTITIES

Please refer to attached Bill of Quantities

VI. DRAWINGS

No required drawings

VII. PROJECT EXECUTION REQUIREMENTS

A. Methodology Requirement

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 of equipment and operator for the excavation of an existing canal in front of Admin Bldg. and along road going to RORO.
3. Excavation of canal in front of Admin Bldg. and along road going to RORO.
4. Hauling and disposal of excavated materials such as silts and others shall be done by the PNOC service provider (DBPSC).
5. All works, which are not in accordance with this specification, shall be corrected at the Contractor's expense.
6. All matters/changes relative to these project specifications shall be brought to the attention of PNOC or the Project Engineer/Inspector assigned to the project.
7. Cleaning and demobilization.

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 area of the proposed project to arrive at an estimate of the services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meetings for 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 the 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 the 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 area and 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 the 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 a temporary facilities/storage area/administration area in connection with the project.

#### VIII. PROJECT DURATION

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

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

#### IX. WARRANTY PROVISIONS

Not Applicable

- X. ABC Php71,680.00 (inclusive of all taxes)  
APP No.

#### 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.

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 : \_\_\_\_\_



**PHILIPPINE NATIONAL OIL COMPANY**  
Energy Supply Base Department  
Mabini, Batangas

# ANNEX A

**Project Title : Rental of Equipment (Backhoe)**

## Bill of Quantities

No.	Description	Qty.	Unit	Unit Cost	Total Cost
<b>I. General Requirements</b>					
	1.1 Mobilization & Demobilization	1	lot		
<b>II. Excavation Works</b>					
	2.1 Excavation of Existing Canal	200	cu m		
<b>Total Project Cost (Inclusive of All Taxes)</b>					

Company Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_