



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

www.philgeps.gov.ph / 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 : **Supply, Installation and Replacement of Passenger Elevator 1 PCB at PNOB Bldg. 5**
Reference No. : **2021-11-253**
ABC : **PhP370,000.00**
Submission Deadline: **November 19, 2021 (10:00 AM)**

Accomplished Price Quotation/Proposal and Compliance Forms may be submitted through registered or electronic mail to the PNOB Procurement Management Division at the above address or to procurement@pnoc.com.ph and gsmendoza@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" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after the award or before the payment)

Additional Requirement:

- Site Inspection Certificate

The PNOB 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 11-18-21

EVANGELINE B. ALBAYTAR
Chairperson
Bids and Awards Committee

[Handwritten initials]

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply, Installation and Replacement of Passenger Elevator 1 PCB at PNOC Bldg. 5

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

SCOPE OF WORKS:

The scope of the project is the replacement of defective printed circuit board (PCB) of the Buildings Service Elevator 1. Scope includes dismantling of faulty PCB unit controller, provision of technical personnel, appropriate materials, tools and testing instrument adoptable to building elevator and electrical system. The contractor must be fully competent to meet the requirements of PNOC.

LABOR REQUIREMENT/S:

- Provide supervising elevator technical personnel.
- Contractor must have at-least three (3) years of experience in conducting/handling installation and repair of elevator projects.
- Bidder should be an elevator installer, contractor or service provider.
- The bidder should have completed an elevator servicing or repair project equivalent to at-least fifty percent of the total project cost for the last 3 years.

MATERIAL REQUIREMENT:

1. The contractor shall provide among others, the following primary material/s as follows:.

Elevator 1:

One (1) unit Main PCB to command/control signal elevator buttons (HOP, COPreserve, sensors)
– KCJ-190A or equivalent

One (1) unit Sub-PCB to command/control motor speed and drive elevator car to floorings.
LIR-718 or equivalent

Note: Brand of Elevator : MITSUBISHI

Traction Motor Specification:

- **Traction Drive Motor:**

Type	: Induction Motor
Speed	: 1690 rpm
Power	: 11Kw
Rating	: 220V, 42Amps, 3 ϕ , 60Hz
Pole	: 4 Pole
Frame	: 180M
Rating	: 1H
Ins. Class	: B
- **Traction Drive Machine:**

Rated Speed	: 60 m/min
Rated Load	: 1000Kg
Sheave	: 12 x 6

Weight w/o Motor : 370Kg

2. Supplied and installed materials shall be parts compatible to existing unit.
3. All supplied materials should be designed to adopt with the buildings power supply system.
4. All materials should be factory manufactured, no fabricated items for the project will be accepted.
5. Contractor must observe uniformity of supplied materials and accessories for the project.
6. 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:

1. Mobilization of personnel and tools.
2. Isolate incoming power supply and disconnect switch prior to servicing and testing whenever necessary.
3. Check for hazards for safety prior to start of work.
4. Properly position safety devices and warning signs as required.
5. Carefully open the unit controller covering with appropriate tools.
6. Isolate cable connection of the defective PCB's; conduct cable tagging to avoid interchanging of cables if necessary.
7. Carefully dismantle for replacement defective elevator PCB's by the use of appropriate tools.
8. Thoroughly clean the elevator controller panel from accumulated dust and dirt's prior to mounting of brand new replacement PCB's.
9. Conduct comprehensive checking of the installation.
10. Verify by the use of testing instruments.
11. Testing and commissioning.
12. Submit service report, complete with assessment/analysis, comments & recommendations, duly signed by the assigned project in-charge and test personnel conducted the analysis.
13. All work area must be cleared and cleaned.
14. Return waste materials to PNOC.
15. Demobilization of personnel and tools.

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, equipment, facilities and services necessary to carryout 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 Admin-GSD 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 Admin-GSD representative and complete the project by the completion date as indicated in the TOR.
6. 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.
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 of omissions of the contractor including any and all expenses which may be incurred by PNOC-Admin GSD and its personnel in the defence 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 submit a list of personnel assigned to the project before commencing the above scope of works.
10. 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.
11. 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.

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 for outlets.
3. The GSD 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 in Seven (7) calendar days including delivery.
Work schedule: 5:00pm on-wards : weekdays
7:00am on-wards : week-ends and holidays

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

WARRANTY PROVISIONS:

- All equipment, materials, parts and components and workmanship shall be guaranteed for a period of one (1) year from date of acceptance. At any time within the period of guarantee and upon notification, the contractor shall repair and/or rectify all the deficiencies, including replacement of parts or entire unit, at the sole option of PNOC.
- The contractor shall be responsible in providing claims, doing or arranging parts replacement and servicing for the warranty during the warranty period. The end-user shall not be redirected by the contractor to other entities including suppliers or OEMs in executing the warranty.

#	Item Description	Qty.	Bid Price
1	Main PCB to command/control signal elevator buttons (HOP, COPreserve, sensors)	1 unit	
2	Sub-PCB to command/control motor speed and drive elevator car to floorings	1 unit	
3	Labor Cost	1 lot	

TOTAL PRICE:	PhP _____
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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 : _____