



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 PNOC requirements:

Date : **05 November 2021**  
Project Title : **Preventive Maintenance of PNOC Gym Equipment  
(Quarterly Maintenance)**  
Reference No. : **2022-EPA-010**  
Total ABC : **PhP51,051.00**  
Submission Deadline: **12 November 2021 / 05:00 P.M.**

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 [gsmendoza@pnoc.com.ph](mailto:gsmendoza@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. This is part of the Early Procurement Activities of PNOC through the 2022 National Expenditure Program.

Thank you.

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





# PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

## Preventive Maintenance of PNOC Gym Equipment

### Terms of Reference / Technical Specifications

#### Scope of Work:

1. Perform **QUARTERLY** preventive maintenance visits to the following Gym Equipment at the PNOC Gym to keep it in good running condition and ensure safety of the gym users.

**a. Treadmill: 2 units Impulse Fitness PT400**

- *General cleaning and inspection of External components;*
- *General cleaning and inspection of Internal components;*
- *Calibration of LED Keyboard;*
- *Tread Belt alignment and tension adjustment;*
- *Lubrication of running deck;*
- *Mileage Record;*
- *Wire harness check-up and tightening (terminal connection);*
- *Voltage Reading of Treadmill; and*
- *Submission of Service Report including recommendation of parts replacement and/or part repair*

**b. Elliptical: 1 unit Impulse Fitness PE350 Elliptical Trainer/Machine**

- *General cleaning and inspection of External components;*
- *General cleaning and inspection of Internal components;*
- *Calibration of LED Keyboard;*
- *Tension adjustment of Poly V-belt;*
- *Lubrication of Lambda chain, pedal arm, bushings, and bearing assemblies;*
- *Mileage / Step record;*
- *Wire harness check-up and tightening (terminal connections);*
- *Voltage Reading; and*
- *Submission of service report including recommendation of part replacement and/or part repair*

**c. Recumbent Bikes: 2 units Impulse Fitness PR300**

**d. Spinning Bike: 1 unit Impulse Fitness PS300**

- *General cleaning and inspection of External components;*
- *General cleaning and inspection of Internal components;*
- *Calibration of LED Keyboard;*

- *Lubrication of bushing, crank arms, and bearings;*
- *Tension adjustment of Poly V-belt;*
- *Mileage Record;*
- *Wire harness check-up and tightening (terminal connections);*
- *Voltage Reading; and*
- *Submission of service report including recommendation of part replacement and/or part repair*

**e. Strength Machines:**

- e1. 1 unit Impulse Fitness IT9300 Dual Adjustable Pulley**
- e2. 1 unit Impulse Fitness IT9312 Shoulder Press**
- e3. 1 unit Impulse Fitness IT9322 Lat Pulldown/Vertical Row**
- e4. 1 unit Impulse Fitness IT9301 Chest Press**
- e5. 1 unit Impulse Fitness IT9310 Leg Press**
- e6. 1 unit Impulse Fitness IT7009 Flat Bench**
- e7. 1 unit Impulse Fitness IT7011 Multi Adjustable Bench**
- e8. 1 unit Impulse Fitness IT7014 Flat Bench Press**
- e9. 1 unit Impulse Fitness IT7003 Ab Bench**
- e10. 1 unit Impulse Fitness IT7004 Stretch**

- *Lubrication of guide rod;*
- *Cleaning of cables and pulleys;*
- *Check-up of roller guide seat;*
- *Check-up gas shocks; and*
- *Recommendation regarding wearing parts or replacement thereof (e.g. upholstery and wear cover).*

2. Contractor to provide at least **Twelve (12)** service calls in between visits **Free of Charge** unless the service required does not fall under the scope of work;
3. Contractor must be **ABLE** to supply and install replacement parts, as necessary. Cost of replacement parts will be for the account of PNOG;
4. The Preventive Maintenance Contract will be for one (1) year: January to December 2022;

**Note:** Payment will be done quarterly, thirty (30) days after every quarterly preventive maintenance visit.

Item No.	UOM	Technical Specifications	QTY	Total Bid Amount (₱)
1	lot	Quarterly Preventive Maintenance of PNOG Gym Equipment (ABC: Php51,051.00)	1	
Contract Duration:		January 1 – December 31, 2022 (1 Year)		

### 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.
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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 : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

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

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