



**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:


**Project Title** : 2022 Caretaker Services – Tagaytay Property  
**RFQ No.** : 2022-EPA-013  
**ABC** : PhP441,000.00  
**Submission Deadline** : November 16, 2021 (10:00 AM)

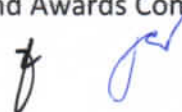
Accomplished **Price Quotation/Proposal and Compliance Forms** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [rgvergara@pnoc.com.ph](mailto:rgvergara@pnoc.com.ph) 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)

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



## ***TERMS OF REFERENCE***

### **Terms and Conditions**

1. The coverage/scope of maintenance works/services shall include the following:
  - a. Maintain cleanliness of PNOC Tagaytay property
  - b. Maintenance of household equipment and appliances/apparatus in order to maintain its good working condition
  - c. Do minor repairs and maintenance work
  - d. The contractor shall ensure that the property is operational and in good working condition
2. Requirements
  - a. Contractor/Agency must have at least 5 years in operation.
  - b. Contractor must be ISO 9001 certified.
  - c. All contracted personnel shall ensure they follow the instructions from PNOC in carrying on their daily task.
  - d. PNOC at any time, may request for the relief and/or replacement of personnel assigned, such request for relief and/or replacement shall be provided within twenty-four (24) hours upon receipt of request.
  - e. PNOC may have the option to select the personnel to be assigned at the Tagaytay property subject to the contractor's employment policy.
  - f. The contractor shall exercise control and disciplinary authority over the personnel assigned to perform the services subject to the agreement.
  - g. The contractor shall hereby agree to hold PNOC entirely free and harmless from any liability, cause of action, claim or claims that may be filed by the personnel.
  - h. The contractor shall provide Comprehensive General Liability Insurance (CGLI)

### **Scope of Works / Duties and Responsibilities**

1. Supply two (2) personnel for housekeeping services at PNOC property in Tagaytay on a six (6) day workweek
2. Personnel assigned shall do general cleaning and other chores such as:
  - a. Thorough cleaning of window glass panels (interior/exterior)
  - b. Scrubbing of tiled floors and terraces, and mopping of all timber floor planks
  - c. Thorough dusting/vacuuming of walls, doors and jamb, handrails, ledges, cabinets and furniture
  - d. Complete wash down and sanitation of comfort rooms and kitchen area
  - e. Washing/drying of linens/towels
  - f. Gardening and
  - g. Household chores like cooking, dishwashing, marketing and the like for the PNOC's guests and visitors during their stay in the said property
3. To do minor repairs/maintenance works such as carpentry, electrical, plumbing works, etc.
4. Report to PNOC representative any untoward incident that may occur within the property or its immediate environment

5. Report to PNOC representative any loss or damage to the property, its furniture, fixtures and appliances
6. Any other related duties as may be assigned by PNOC

**Additional Requirement: Consumable supplies/materials/equipment**

<b>Consumables</b>			
<b>Item Description</b>	<b>UOM</b>	<b>QTY</b>	<b>FREQ</b>
Hand Pad – Hand Cleaner (Scotch Brite – Double Sided)	pcs	4	Quarterly
Flannel Cloth – rags, plannela cloth	pcs	4	Quarterly
Broom Tambo – Soft broom tambo	pcs	2	Quarterly
Broom stick (ting ting)	pcs	4	Quarterly
Dustpan (plastic)	pcs	2	Quarterly
Pail – water pail, plastic	pcs	2	Every other month
Toilet Pump, Brush, Toilet Bowl Brush (plastic)	pcs	2	Every other month
<b>Personal Protective Equipment</b>			
<b>Item Description</b>	<b>UOM</b>	<b>QTY</b>	<b>FREQ</b>
Hand Gloves, Rubber	pair	3	Quarterly
Surgical Mask / Washable Mask			
If surgical mask	pcs	30	Monthly
If washable mask	pcs	6	Every other month
Uniform	pcs	4	Semi-annual
Face Shield	pcs	4	Semi-annual
<b>Equipment</b>			
Vacuum – wet and dry	unit	1	

*Note: PPE should be on a per pax basis*

**Important:**

**Employee wages and benefits must be in accordance with the Philippine Labor Laws and existing Social Insurances (SSS, Pag-ibig, PhilHealth, etc.);**

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

## Price Schedule / Breakdown of Bid

**Project Title :**           **Caretaker Services – Tagaytay Property**

Employee Rate per Day	P	
A. Amount due to Personnel		
a.1 Basic Salary	P	
a.2 13th Month Pay	P	
a.3 Five days Service Incentive Leave Pay	P	
Sub-total A	P	
B. Government Dues		
b.1 SSS Premium Payment	P	
b.2 PHILHEALTH	P	
b.3 Employee Compensation Fund	P	
b.4 Pag-IBIG Fund Contribution		
Sub-total B	P	
C. Cost of Supplies / Consumables / Equipment	P	
D. Administrative Cost (service Provider's Fee)	P	
E. Value Added Tax (12%)	P	
Total Cost / Month / Personnel	P	
Number of Personnel	1	
Number of Months	12	
<b>GRAND TOTAL</b>		

**GRAND TOTAL (in words) :** \_\_\_\_\_

Signature over Printed Name : \_\_\_\_\_  
Designation / Position : \_\_\_\_\_  
Name of Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Nos. and Email Address : \_\_\_\_\_