



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:

Date : **September 21, 2022**
Project Title : **Hiring of Consultant to Conduct Capacity Testing of Fire Engine**
Reference No. : 2022-09-214
Total ABC : **PhP500,000.00**
Submission Deadline: **September 30, 2022 / 05:00 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 and cfcmeo@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Omnibus Sworn Statement – Annex “B” (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Signed Terms of Reference/Technical Specifications Sheet
- Certificate of Site Inspection
- * Professional License/Curriculum Vitae *CV*

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

TERMS OF REFERENCE (TOR)

Project	:	Hiring of consultant to conduct capacity testing of fire engine
Project Location	:	PNOC Industrial Park, Batangas II, Mariveles, Bataan
Justification	:	Compliance to NFPA 25 to ensure that the fire protection system is working properly.

I. SCOPE OF WORK

1. Four (4) units of Fire Pumps (R1 and Jetty Pumphouse).
 - a. Conduct test run of fire pumps and check / evaluate the condition of the units.
 - b. Pump capacity test.
 - c. Record significant data / parameters such as RPM, GPM, TDH, temperature, cut-in and cut-off pressure, gauges and compare with the standard capacity / rating of the pump.
 - d. To install new pressure indicator and rpm meter if necessary and as temporary.
 - e. Check and evaluate the controllers and its accessories.
 - f. Inspect and evaluate the base frame support and its foundation and recommend possible rectification.
 - g. Submit comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of the fire pumps.
2. Three (3) Units of Jockey Pumps and Motors.
 - a. Conduct test run of jockey pumps and motors and check / evaluate the condition of the units.
 - b. Pump capacity test.
 - c. Check and evaluate the controllers and its accessories.
 - d. Submit comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of these pumps and motors.

II. LABOR REQUIREMENTS

1. Consultant must be knowledgeable in assessing fire pumps.
2. The winning Consultant shall directly designate qualified employee to supervise the work from start to end of the contract.
3. The winning Consultant must have completed at least one (1) similar project.
4. Table of deliverables.

The winning Consultant shall perform and deliver the following activities and submittal of reports in hard and e-copy:

a.	Mobilization and preparation of the detailed methodology, work schedule and preliminary assessment.	Week 1
b.	Progress reports	Week 1
c.	Detailed inspection and testing of equipment.	Week 2
d.	Interim report preparation, to include the following: a. Assessment report. b. Scope of work based on the assessment findings. c. Detailed cost estimate.	Week 2
e.	Presentation to the PNOC Park Management.	Week 3
f.	Final report preparation.	Week 3
g.	Final detailed engineering report.	Week 3

5. Expertise Requirements.

	Expertise	Qualification	Experience
a.	Project Manager	Licensed Professional Mechanical Engineer/Electrical Engineer	<ul style="list-style-type: none"> Has at least 1 year of experience in assessment of fire pumps. Experience in preparation of assessment reports.
b.	Team Leader	Licensed Mechanical/ /Electrical Engineer	<ul style="list-style-type: none"> Has at least 1 year of experience as Team Leader handling projects related. Has satisfactorily completed at least 1 project as Team Leader for assessment of fire pumps.
c.	Safety Specialist	Licensed Safety Practitioner	<ul style="list-style-type: none"> Has at least 1 years of cumulative experience as safety practitioner. Has satisfactorily completed at least 1 project. Knowledgeable on DOLE requirements at work places.

The winning bidder shall define the organization of the project in terms of specific positions and tasks including the above-mentioned profiles. This information will provide as a description (indicating the names, profiles and position in the proposed project organization) supported by a schematic sheet with a clear indication of the functions and dependencies.

Curriculum vitae detailing the educational background, work experiences (highlighting the experiences set in the TOR) and other qualifications of each of the project team members should attach. The prospective bidder shall present proof to support their credentials as well as those of each of their members, such as the list of previous assessment conducted and certificate of employment from previous employer. Any misrepresentation made, orally or in writing, in any of the credentials and its supporting documents submitted, whether pertaining to the firm or to any of its members shall be a ground for disqualification of the prospective bidder.

6. Criteria for the Selection (Please see Annex "B")

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulation of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1(b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and the financial proposals, which shall serve as the basis of selection. The technical and the financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

Technical Proposal (85%)

The interested bidder shall provide their technical experience, approach and methodology on all technical and cost parameters detailing professional inputs and time requirements, and resumes of all proposed technical manpower.

The proposal shall be based on the following criteria and point system:

Technical Proposal (20%)

The technical proposal will be evaluated on the following aspects:

- The coordination and project management procedures and tools application methods.
- The specific methodology in conducting test of equipment.

Technical Team (50%)

The technical team will be evaluated on the following aspects:

- Experience and qualification of the technical experts and the composition of the team as a whole according to the profile requirements.

Company Qualifications (15%)

- Comprehensive knowledge and extensive experience on assessment and evaluation of pumps and motors in the Philippines and / or overseas.
- At least 1 year experience in assessment and evaluation of pumps and motors related activities.

Financial Proposal (15%)

PNOC shall require a detailed financial proposal with indicative program and milestone, and target estimates for defined outputs. The winning bidder shall also detail all costs items for remuneration, technical survey and out-of-pocket expenses.

III. MATERIALS REQUIREMENTS:

Personal protective equipment.

IV. PROJECT EXECUTION REQUIREMENTS

The Consultant must strictly follow PNOC IP safety rules and regulations.

V. PROJECT DURATION

- a. Work should be completed within twenty-one (21) calendar days reckoned from the date of receipt of the Notice to Proceed.
- b. Work should start from 7:00 AM to 5:00 PM weekdays and weekends including holidays.

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

VI. ADDITIONAL REQUIREMENTS:

General Conditions

- a. A joint inspection must be conducted by the Consultant at PNOC- Industrial Park on the specific works to be done for the project.
- b. The Consultant is required to inspect and examine the site and surroundings of the proposed project to arrive at an estimate of the labor, materials equipment, facilities and services necessary to carry out the work.
- c. The Consultant is required to secure the required surety, performance and guarantee bonds prior to the commencement of work.
- d. The Consultant must conduct proper training and safety orientation meeting to all personnel involved in the work prior to commencement.
- e. The Consultant is required to coordinate all activities and work relative to the project with the proponent for proper monitoring and coordination.
- f. The Consultant shall commence work on the agreed start date and shall carry out the work in accordance with the program of work submitted by the Consultant, as updated, with the approval of the PNOC and complete the project by the completion date as indicated in the Scope of Work.
- g. The Consultant 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.
- h. The Consultant shall hold PNOC-Industrial Park Management and its personnel free from any and all liabilities to persons or damages to properly occasioned by any act or omissions of the Consultant including any and all expenses which may be incurred by

PNOC-Industrial Park Management and its personnel in the defense of any claim, occasion or suit.

- i. The cost of any and all rework and / or restoration of damaged properties due to Consultant's poor workmanship or negligence shall be borne by the Consultant.
- j. The Consultant 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.
- k. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC-Industrial Park Management, 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-Industrial Park Management.
- l. The Consultant 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.
- m. Should the Consultant failed to deliver any or all of the Services within the period/s specified, PNOC shall deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract.

Site Possession

- a. The Consultant confirms that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect the nature, extent and cost of the work required; that PNOC-Industrial Park Management shall in no way be responsible for any costs or expenses which may be incurred on account of failure of the Consultant to make an accurate examination of present and / or assessment of future factors that may affect the cost of execution.
- b. Tapping of equipment and other related work shall be properly coordinated with PNOC-Industrial Park Management designated representative for provision of electrical power source fee.
- c. The PNOC Industrial Park Management shall designate a specific area to be used by the Consultant as temporary facilities / storage area / administration area in connection with the project.

VII. WARRANTY PROVISIONS

Where failure arise due to faulty and / or inadequate assessment then the consultant who prepared the assessment of the equipment shall be held liable.

VIII. DEFINITION OF SIMILAR PROJECTS

The project that involves capacity testing of fire pumps.

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 : _____

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____)S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____,
20___ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution],
Philippines. Affiant/s is/are personally known to me and was/were identified by me through
competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-
SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with
his/her photograph and signature appearing thereon, with no. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Criteria and Scoring System for the Evaluation of Technical and Financial Bids

1. Technical Bid Evaluation - 85%

1.1 Technical Proposal - 20%

Criteria	Weight	Scoring Points					Description/ Characteristic
		3	6	9	12	15	
Applicable Experience and Track Record of the Consultancy Management Services	4%						Records of past related work and knowledge on pump capacity testing
Qualifications of Consultancy Management Services	4%						Signed resume, certifications, and years of experience in fire pump capacity testing
Minimum types and number of equipment/instruments that the Consultant owns, has under the lease, and/or has under purchase agreements if any	3%						List of equipment used or handled in a fire pump capacity testing
Approach and methodology	3%						Timetable for deliverables, qualitative /quantitative assessments, risk management.
Work Plan	3%						Presentation of Gantt chart and S-Curve
Organization and Staffing	3%						Organizational structure, job description of each member

1.2 Technical expertise and qualification of team members/personnel - 50%

1.2.1 Educational Attainment - 20% (minimum base on TOR)

Team members	Points		
	1	2	3
Project Manager	Licensed Professional Mechanical Engineer/Electrical Engineer	MS or MA degree holder and has PRC requirement	Ph.D. degree holder and has PRC requirement
Team Leader	Licensed Mechanical/ /Electrical Engineer	MS or MA degree holder	Ph.D. degree holder and has PRC requirement

		and has PRC requirement	
Safety Specialist	Licensed Safety Practitioner	MS or MA degree holder and has PRC requirement	Ph.D. degree holder and has PRC requirement

1.2.2 Number of training acquired - 20% (minimum of 8 hours)

Team member	Unit of measurement	Points			
		1	2	3	4
Project Manager	Number of hours	8 hours of training	20 hours of training	60 hours of training	120 hours of training
Team Leader	Number of hours	8 hours of training	20 hours of training	60 hours of training	120 hours of training
Safety Specialist	Number of hours	8 hours of training	20 hours of training	60 hours of training	120 hours of training

1.2.3 Previous engagement in a similar project – 10% (minimum of 1 year)

Team member	Unit of measurement	Points			
		1	2	3	4
Project Manager	Years of experience in a similar project	1-2 years	3-4 years	5-6 years	7 years and above
Team Leader	Years of experience in a similar project	1-2 years	3-4 years	5-6 years	7 years and above
Safety Specialist	Years of experience in a similar project	1-2 years	3-4 years	5-6 years	7 years and above

1.3 Company Qualifications

3.1 Consultant's Experience and Qualifications - 15% (minimum 1 project)

Criteria	Weight		Points
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		Unit of measurement	3	6	9	12	15
Experience in fire pump capacity testing	2.5%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Experience in similar projects	2.5%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Experience in pump capacity testing	2.5%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Experience in Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems	2.5%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20

2. Financial Bid Evaluation - 15%

2.1 The Financial Proposal shall be computed as follows:

2.1.1 The lowest Financial Proposal shall receive the maximum score of 15%,

2.1.2 The score of the other Financial Proposals shall be computed using the formula:

$$\text{Financial Score} = \frac{\text{Lowest Financial Proposal}}{\text{Financial Proposal of the proponent}} \times 100 \times 15\%$$