



**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 : **24 October 2022**  
Project Title : **Supply, Delivery and Installation of Three (3) Units 50KVA Pole Type Distribution Transformer for R2**  
Reference No. : **2022-10-263**  
Total ABC : **PhP 628,667.00**  
Submission Deadline: **2 November 2022 / 10:00 AM**  
Delivery Place : **PNOC-Industrial Park, Mariveles, Bataan**

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)
- Latest Income/Business Tax Return
- 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.

Thank you.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee  
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**PHILIPPINE NATIONAL OIL COMPANY**  
**Park Management Department**  
**PNOC Industrial Park**  
Batangas II, Mariveles, Bataan

**TERMS OF REFERENCE**

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**Project** : Supply, Delivery and Installation of 3 Units 50kVA Pole Type, Distribution Transformers

**Project Location** : PNOC Industrial Park, Batangas II, Mariveles, Bataan

**Justification** : Existing Transformer at R2 area was damaged disrupting the operation of raw water for the Locators.

**I. SCOPE OF WORK:**

The Contractor shall undertake the following:

1. Contractor shall present a copy of Notice to Proceed / Purchase Order to PNOC Industrial Park.
2. Dismantling of existing transformer at R2 and haul to warehouse.
3. Supply, deliver and installation of 3 units 50 kVA, Pole Type Distribution Transformer to PNOC Industrial Park, Batangas Dos, Mariveles, Bataan.
4. Contractor shall provide testing certificate of transformer.
5. Performed transformer banking connection.
6. Testing and commissioning.
7. Final inspection, punch listing works and turnover
8. Housekeeping and demobilization

**II. MATERIALS REQUIREMENTS:**

- 3 unit of 50 KVA transformer
- Pole mounted
- Primary voltage: 13.2 KV
- Secondary voltage: 230/460V (+/-5%)

**III. PROJECT EXECUTION REQUIREMENTS:**

1. Contractor must undergo safety orientation prior to start of activity.
2. Contractor must provide PPE to workers such as hard hat, visibility vest, safety shoes and other related PPE for electrical works.
3. The winning contractor shall directly designate qualified employee to supervise the work from start to end of the activity.
4. Dismantling of the existing units for replacement.
5. Hauling of existing unit from R2 going to Warehouse.
6. Deliver and installed three (3) units 50 KVA Pole Type, Distribution Transformer. This includes tapping to the existing electrical line for banking connection.

7. Transformers must comply with the specifications indicated on the Purchase Order Form.
8. Contractor is required to provide complete manuals and testing certificate of the transformer from the supplier/maker.
9. Testing of transformer after banking installation.
10. Housekeeping.

**IV. PROJECT DURATION**

- Delivery must be completed within ten (10) calendar days reckoned from the date of receipt of the Notice to Proceed/Purchase Order.

**V. WARRANTY PROVISIONS:**

The warranty shall be One (1) year reckoned from the date of final turn-over and acceptance.

**VI. DEFINITION OF SIMILAR PROJECTS:**

A Project that involves supply, delivery and installation of transformers.

**VII. ABC = Php 628,667.00 (inclusive of all taxes)**

**APP NO:** \_\_\_\_\_

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

Item No.	Qty.	UM	Technical Specifications	Total Bid Price (₱)
1	1	lot	<b>SUPPLY, DELIVERY AND INSTALLATION OF 3 UNITS 50 KVA POLE TYPE DISTRIBUTION TRANSFORMER FOR R2</b>  <b>Materials</b> : _____ <b>Labor</b> : _____  <b>(ABC: PhP 628,667.00)</b>	
Delivery Schedule:			Within Ten (10) Calendar Days reckoned from the date of receipt of Notice to Proceed/Purchase Order	
Project location:			PNOC Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan	

**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 quotation, 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 : \_\_\_\_\_