



**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 : **Contract of Services for the Preventive Maintenance of Two (2) Units Passenger Elevator at PNOC Building 6**  
Reference No. : **2023-EPA-001**  
Total ABC : **PhP 185,327.09**  
Submission Deadline: **3 November 2022 / 10:00 AM**  
Delivery Place : **PNOC-Main Office, BGC, Taguig City**

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.

Thank you.

**EVANGELINE B. ALBAYTAR**

Chairperson

Bids and Awards Committee

15

## **TERMS OF REFERENCE**

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**Title** : Preventive Maintenance of Two (2) units Passenger Elevator at PNOC Building 6.

**Justification** : Preventive maintenance of passenger Elevator 1 & 2 of PNOC Building 6, necessary to keep equipment in good running condition.

**Scope of Work**

To supply skilled labor/manpower, supervising personnel, provision of test instruments, proper tools and equipments including other associated services necessary for the maintenance of 2 units Passengers Elevators of PNOC Building 6.

**Labor Requirements:**

- Project supervised by a mechanical engineer.
- Skilled elevator technicians.
- Bidder must have at-least five (5) years of experience in handling maintenance and contracting elevator projects.
- Bidder should provide a similar completed contract at-least 50% of the total contract cost of the projects for the last five (5) years.

**Passenger Elevator Units**

Make : KONE Elevators Co., Ltd  
Type : Passenger Elevator  
Capacity : 1,000 kg. load  
Drive : AC Variable Voltage Variable Frequency (ACVVVF)  
Number : 2 units  
Stops : 8 stops  
Control : Microprocessor  
Model : KONE N Monospace

**A.** The Contractor shall undertake the supply of manpower & equipment for the maintenance of the passenger elevators at the PNOC building 6, as follows:

1. Monthly and systematic inspection of the units, to include passenger cars, Doors, locks, brakes, rails, cables, ropes, safety appliance and other devices. Service reports will be submitted to the company after each regular service.
2. Conduct necessary repairs/troubleshooting/adjustment as a result of the inspection.
3. Conduct cleaning and maintenance work, cleaning of car pits, control panels, Oiling, lubrication, re-tightening and adjustment as scheduled.
4. Provide maintenance personnel and assistance in case of emergency or upon request of the company.
5. To send, at Company's request, during the Contractor's regular working hours, one or more of its personnel to attend to, investigate and report on any breakdown or faulty operation of the installation within 30-45 minutes in emergency cases and within 4 hours in case of ordinary breakdown.
6. Submit status report or service report on the condition of the units within 24 hours after investigation.
7. Submit recommendation for repairs and/or replacement of parts if any. Coordinate and inform client and maintenance personnel regarding troubles ascertained and parts to be replaced.
8. Issue the necessary documents attesting to the safety and reliability of the units and in acquiring the necessary permits.

9. Supply necessary topping-up oils, grease, rope preservatives, etc.
10. Attend and/or carry out inspections and/or tests for compliance with Government safety codes, rules and regulation, or carry out repair or replacement of any portion of the installation as a consequence of any such inspection or test.

B. The Contractor shall supply and perform the following services **subject to** payment of extra charges by the company:

1. Supply labor and/or materials, replacement oils or replacement parts for the repair of the installation, except **for** the following which shall be supplied free of charge.

1. Grease ( except major repair )
2. Cotton waste
3. Sand Paper
4. Oil ( except gas oil )
5. Rope lubricant wire for minor repair
6. Electrical wire for minor repair
7. Cable tie for minor repair
8. Rope anti-twist and clips
9. Screws and bolts for minor repair
10. Contact cleaner

2. Carry out any **alteration** or addition to the installation **as** may be required by any statutory authority, or by reason of introduction of any new or varied regulation, case, act, law or the like **that are** applicable to the elevators.

#### COMPLETION OF WORK:

- Work shall be accomplished on a contract of regular monthly basis.
- Agreement shall be for a period of twelve (12) months.
- Agreement shall commence reckoned from the date of notice to proceed.

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

#### WARRANTY PROVISIONS:

- Equipment warranty:
  - One (1) year on materials, parts/components and workmanship 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 at the sole option of PNOC.

**ABC = Php 185,327.09 (12 months)**

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Item No.	Qty.	UM	Technical Specifications	Total Bid Price (₱)
1	1	lot	<p><b>CONTRACT OF SERVICES FOR THE PREVENTIVE MAINTENANCE OF TWO (2) UNITS PASSENGER ELEVATOR AT PNOB BLDG. 6</b></p> <p>Contract Duration: January 1, 2023 – December 31, 2023 (12) months</p> <p><b>(ABC: PhP 185,327.09)</b></p>	
Delivery Schedule:			Once (1) a month for Twelve (12) Consecutive Months	
Project location:			PNOB Building 6, Energy Center, Rizal Drive, BGC, Taguig City	

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