



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 : **24 October 2022**
Project Title : **Contract of Services for the Maintenance of Fire Protection System at PNOC Buildings 5 and 6**
Reference No. : **2023-EPA-003**
Total ABC : **PhP 333,900.00**
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 and 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

EB

TERMS OF REFERENCE

Title : Contract of Services for the Maintenance of Fire Protection System at PNOC Bldg. 5 and 6.

Justification : Preventive Maintenance of Fire Protection System of PNOC Building 5 and 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 performance of the following works for the Preventive maintenance of PNOC Bldg.5 and Bldg. 6 Fire Protection System.

Labor Requirements:

- Project supervised by a mechanical engineer.
- Skilled fire protection technicians.
- Bidder must have at-least five (5) years of experience in handling maintenance and contracting fire protection 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.

A. Maintenance of fire protection system and its components

1. Quarterly test run of fire pump and every two (2) months test run of jockey pump both manual and automatic start-ups. Each start-up shall be done by partially draining the fire pipe riser located at each floor of the bldg.
2. Monthly check-up and testing of all water flow switches and flow control valve supervisory switch.
3. Monthly check-up and testing of main control panel located at the basement.
4. Monthly cleaning, check-up and testing of smoke and heat detectors.
5. Monthly inspection, check-up of sprinkler heads.
6. Draining and refilling of the riser system annually.
7. Submit recommendations for repairs and or replacements of parts if any.
8. Coordinate and inform the client and/or its maintenance personnel regarding troubles and parts to be replaced.
9. Contractor shall submit a service report at the end of every service rendered.

B. Other terms and conditions

1. Contractor shall provide technicians and necessary labor to put the system in proper working condition in the event of system breakdown.

2. Contractor should provide materials, spare parts, replacement parts and labor necessary to replace parts. Note : Separate billing.
3. All works shall be scheduled during non-office hours such as after regular office hours, Saturday, Sunday and Holidays.(8:00am to 5:00pm).
4. All works, inspection, testing, etc., shall be coordinated and witnessed by PNOC authorized Representative.
5. The Contractor must ensure that the sprinkler system will not activate during cleaning and testing, except as needed, otherwise the Contractor shall be held liable for water damages to equipment, furniture and fixtures, among others.
6. In case of emergencies or when the system breaks down or needs repair, the contractor must provide the required service within 24 hours from notice.

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

ABC = Php 333,900.00 (12) months

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Item No.	Qty.	UM	Technical Specifications	Total Bid Price (₱)
1	1	lot	<p>CONTRACT OF SERVICES FOR THE MAINTENANCE OF FIRE PROTECTION SYSTEM AT PNOC BLDGS. 5 AND 6</p> <p>Contract Duration: January 1, 2023 – December 31, 2023 (12) months</p> <p>(ABC: PhP 333,900.00)</p>	
Delivery Schedule:			Once (1) a month for Twelve (12) Consecutive Months	
Project location:			PNOC Buildings 5 and 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 : _____