



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

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[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 : **October 25, 2022**  
Project Title : **CY 2023 Preventive Maintenance of Truck Scale (Quarterly Checkup and Calibration with ITDI Certificate)**  
Reference No. : **2023-EPA-011**  
Total ABC : **PhP83,000.00 \**  
Submission Deadline: **03 November 2022 / 5:00 PM**  
Delivery Location : **PNOC, Energy Supply Base, Brgy. Mainaga, Mabini Batangas**

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 [cdbbool@pnoc.com.ph](mailto:cdbbool@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)
- Omnibus Sworn Statement (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. This is part of the Early Procurement Activities of PNOC through the 2023 National Expenditure Program.

Thank you.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee  
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## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### CY 2023 Preventive Maintenance of Truck Scale (Quarterly Checkup and Calibration with ITDI Certificate)

#### SCOPE OF WORK:

1. Inspection and check-up of the following parts prior to calibration:
  - a. Platform (flooring, ramp, edges, ground clamp, wire connections, bumper bolts, stopper and check for bonding)
  - b. Loadcells (resistance, voltage, minor alignment, base plates, pin blocks, covers, bolts, washers, shims, wires and cables, inspection for damage)
  - c. Indicator (display, board, keypad and print format)
  - d. Printer (printer and print configuration parameters)
  - e. Junction box
  - f. Cables and inter-wiring connections for damages, cuts, crimps and abrasions.
2. Platform:
  - a. Adjustment works on platform binding, if any
  - b. Minor re-connection works of loose wire connections
  - c. Sectioning of platform
3. Loadcells:
  - a. Loadcell Testing (resistance and voltage)
  - b. Adjustment works to make loadcell securely attached to the platform (if misalignment is only due to loose connections of bolts)
  - c. Minor re-connections works of cables & inter-wiring connections
  - d. Alignment of base plates (if misalignment is only due to loose connections of bolts)
  - e. Loadcell balancing
4. Indicator: Minor adjustment on programmed parameters
5. Minor re-connection works of loose wire connections
6. Calibrate and test the scale using standard test weights
7. Reporting on the condition of the Truck scale components.
8. Cleaning and demobilization
9. Check-up and Calibration Schedule:

Visits	Activity
1 <sup>st</sup> Quarter	Check up and calibration with ITDI (Industrial Technology and Development Institute) Certification
2 <sup>nd</sup> Quarter	Check up and calibration
3 <sup>rd</sup> Quarter	Check up and calibration with ITDI (Industrial Technology and Development Institute) Certification



4 <sup>th</sup> Quarter	Check up and calibration
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**LABOR REQUIREMENTS:**

1. Contractor must be knowledgeable in performing check up and calibration of Truck scale including Platform, Loadcell, Indicator, printer and other components.
2. Contractor must have a qualified team leader for all technical aspects needed for check up and calibration of Truck scale including Platform, Loadcell, Indicator, printer and other components to be performed at project site.

**MATERIALS REQUIREMENTS:**

No Materials needed.

**PROJECT EXECUTION REQUIREMENTS:**

1. The Contractor shall validate and check any conditions on site which may have an effect on the work and shall immediately notify PNOC commencing the works.
2. Inspection, check up and calibration of platform, loadcells, monitor or indicator and printer.
3. Checking of electrical elements such as junction boxes, cables and inter-wiring connections.
4. Resistance and Voltage testing of six (6) units loadcells.
5. All works, which are not in accordance with this specification, shall be corrected at the Contractor's expense.
6. All matters/changes relative to these project specifications shall be brought to the attention of PNOC representative or the Project Engineer/Inspector assigned to the project.
7. Cleaning all debris and dispose in the area assigned by PNOC.
8. Contractor shall submit ITDI (Industrial Technology Development Institute) certificate, inspection report and other technical recommendations.

**EXCLUSION:**

The following are EXCLUDED from scope of services. In particular, as follows:

1. All painting/repainting works (even if due to removal of dirt, dust, rust, etc.)
2. Supply and installation of shimming, materials in case of major leveling works
3. Replacement of worn-out parts (such as bolts, washers, stoppers, base plates, pin blocks, pin block supports, load cell covers, cables, wires, etc.)
4. Re-programming or Downloading of Program to the Indicator in case of corrupted program
5. Inspection/Opening of board of old/existing indicator board
6. Interfacing
7. Major alignment works of platform and load cells
8. Cleaning of parts including concrete pavement and steel structure, platform, under structure
9. Lubrication of load cell bolts and anchor bolts.

**ADDITIONAL REQUIREMENTS:**

**A. General Conditions**

1. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the equipment of the proposed project to arrive at an estimate of the labor, materials, and services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
4. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
5. The Contractor shall commence work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the CONTRACTOR, as updated, with the approval of the PNOC representative and complete the project by the completion date as indicated in the TOR.
6. The contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
7. The contractor shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions of the contractor including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
8. The cost of any and all rework and/or restoration of damaged properties due to Contractor’s poor workmanship or negligence shall be borne by the contractor.
9. The minimum major equipment requirements are the following:

Equipment	Capacity	Number of units	Remarks
Forklift (Test weight)	5Tonner	min. (1)	To be provided by PNOC
Unloaded Truck (Build up weight)	10 Wheeler	min. (1)	
Loaded Truck (Build up weight)	10 Wheeler with 30Ton load minimum	min. (1)	

10. The Contractor 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.
11. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC, 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.



12. The Contractor 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.
13. The Contractor shall submit to PNOC ESB representative the service report on the performed services.
14. The Base operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PNOC ESB representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Base operations during project implementation.

**B. Site Possession**

1. The CONTRACTOR confirms that he has inspected the equipment and that he is fully aware of the conditions which might affect the nature, extent and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of failure of the CONTRACTOR to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.
2. The PNOC ESB shall designate a specific area to be used by the CONTRACTOR as temporary facilities/storage area/administration area in connection with the project.

**COMPLETION OF WORK:**

- Work should be completed within **Five (5)** calendar days per quarter reckoned from the date of receipt of the letter and or advice to conduct the calibration.

Item No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	<b>CY 2023 Preventive Maintenance of Truck Scale (Quarterly Checkup and Calibration with ITDI Certificate)</b>  (ABC: <b>PhP83,000.00</b> )	1	
Contract Duration:		Five (5) calendar days per quarter		

**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 : \_\_\_\_\_