

SPECIAL BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 01

Flattening of the Hilly Area
Invitation to Bid No. 2023-02-051

The PNOC Special Bids and Awards Committee hereby adopts the following additional references in the Philippine Bidding Documents:


1. Additional Reference:

Guidelines on Prohibited Acts and Penalties / Charges for Violation (attached).

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Document.

For guidance and information of all concerned.

Issued this 17 May 2023.



ATTY. RONALD C. CHUA
Chairperson



**ESB OPERATIONS GUIDELINES NO. 21-002
Series of 2021**

For : President Reuben S Lista

**From : Atty. Graciela M. Barleta
Senior Vice President
Energy Business**

**Subject : GUIDELINES ON PROHIBITED ACTS AND PENALTIES/CHARGES FOR
VIOLATIONS**

1.0 Objective

- 1.1 To ensure a safe and healthy workplace for all working people against all hazard in PNOC Energy Supply Base.
- 1.2 To protect every worker against injury, sickness or death through safe and healthy working condition.

2.0 Scope

This policy shall apply to the following:

- 2.1 Within all areas of the PNOC ESB, its perimeter, structures, common areas, pier areas including foreshore leased area, warehouses, and open yards
- 2.2 All vehicles and heavy equipment that shall enter PNOC ESB.
- 2.3 All Clients, Locator, Cargo Handlers, and its contracted services
- 2.4 PNOC Contracted Services (security, housekeeping and custodial, skilled, third party contractors)
- 2.5 All visitors

3.0 References

- RA 11058 An Act Strengthening Compliance with OSH Standards
- DO 198-2018 IRR of RA 11058
- DOLE OHS Standard
- DOLE Department Order 13
- PPA Administrative Order No. 06-2019



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4.0 Definition and Abbreviations

Chandling- the business of supplying food items, groceries, consumables, and other provisions to vessels and other sea going crafts docked at the piers, wharves or anchorage.

Employer – refers to any person, natural or juridical, including the principal employer, contractor or sub-contractor, if any, who directly benefits from the services of the employee.

Heavy Equipment - refers to any machine with engine or electric motor as prime mover used for lifting, excavating, leveling, drilling, compacting, transporting and breaking works in the construction site, such as but not limited to crane, bull- dozer, backhoe, grader, road compactor, prime mover and trailer, with minimum operating weight and horsepower rating of 1,000 KG and 10 HP, respectively.

Serious illness - a health condition that carries a high risk of mortality and either negatively impacts a person's daily function or quality of life.

Serious injury - an injury which results in dismemberment; significant disfigurement; permanent loss of use of a body organ, function or system; permanent consequential limitation of use of a body organ or member.

MSDS - Material Safety Data Sheet

PPE- Personal Protective Equipment

5.0 Policies and Guidelines

5.1 Any person who in possession of information or has direct knowledge and information of the violation may report the same to the nearest ESB security personnel or directly to the Shift Engineer on duty. He/she may also call the PNOC ESB contact number (0917 140 5303).

5.2 The report shall be made using the prescribed form (OSH-11F1).

5.3 The Shift Engineer and/or Health, Safety, and Security Officer, as the case may be, shall conduct verification of the reported violation, and shall recommend the appropriate penalty/ sanction.

5.4 The verified and validated report with recommendation shall be noted by the Department Manager for implementation.

5.5 If the violation is committed by the PNOC Employee/s, the verified and validated report with the recommendation and signature by the Department Manager shall be endorsed to the Personnel Service Division, Administrative Services Department through the Department Manager for processing under the prescribed procedures under the Civil Service Rules and Regulations for Administrative Cases.



6. Penalties and Charges

6.1 The PNOC-ESB will impose fines depending on the gravity of the violation. The fines may be cumulative per violation, as specified in the following penalty fee list:

Item No.	Violation to ESB Health, Safety, Security and Environment	1st offense	2nd Offense	3rd Offense
1	Incident resulting in death	Fine of Php1,000,000.00 payable by the immediate employer of the offender to PNOC		
2	Incident resulting in serious injury or serious illness	Fine of Php100,000.00 payable by the immediate employer of the offender to PNOC		
3	Causing great pollution to the environment	Complete clean-up, proper treatment and disposal of waste, and fine of Php50,000.00 payable by the immediate employer of the offender to PNOC	Complete clean-up, proper treatment and disposal of waste, and fine of Php100,000.00 payable by the immediate employer of the offender to PNOC	Complete clean-up, proper treatment and disposal of waste, and fine of Php500,000.00 payable by the immediate employer of the offender to PNOC and banned from entering PNOC ESB
4	Incident resulted in damage to property of the company (regardless of the vehicle & personnel)	Repair/replacement of the damaged property and fine of Php10,000.00	Repair/replacement of the damaged property and fine of Php20,000.00	Repair/replacement of the damaged property, fine of Php50,000.00 and banned from entering PNOC ESB
5	Failure to register/declare including misdeclaration of incoming or stored hazardous materials (Note: should be provided)	Fine of Php10,000.00	Fine of Php20,000.00	Fine of Php50,000.00 and banned from entering PNOC ESB
6	Theft or stealing of ESB properties including devices that belong to employees, contractors, or visitors	Escorted to PNP station for blotter entry and filing of criminal charges. Banned from entering PNOC ESB		
7	Poor housekeeping in rented or working areas (with notification received from ESB management)	Fine of Php5,000.00 plus Php1,000.00 daily until corrected.		

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Item No.	Violation to ESB Health, Safety, Security and Environment	1st offense	2nd Offense	3rd Offense
8	Bringing/using prohibited drugs, firearms, explosives, and deadly weapons (note: work-related devices must be declared at the main gate security guard for approval by ESB management before entry).	Fine of Php5,000.00 and banned from entering PNOC ESB		
9	Working under influence of alcohol/drugs	Fine of Php5,000.00 and banned from entering PNOC ESB		
10	Concealing diseases that may endanger other employees	Fine of Php5,000.00	Fine of Php10,000.00	Fine of Php10,000.00 and banned from entering PNOC ESB
11	Bringing of alcoholic beverages without approval from ESB management (e.g. related to chandling)	Fine of Php3,000.00	Fine of Php5,000.00	Fine of Php10,000.00 Banned from entering PNOC ESB
12	Taking part in any form of gambling	Fine of Php3,000.00	Fine of Php5,000.00	Fine of Php10,000.00 and banned from entering PNOC ESB
13	Burning of wastes or leaving a trace of burnt wastes	Fine of Php3,000.00	Fine of Php5,000.00	Fine of Php10,000.00 and banned from entering PNOC ESB
14	Not securing work permits from ESB before special operations (e.g. hot works, confined space, working at heights, isolations, excavation, Road Obstruction, and other high-risk work).	Fine of Php3,000.00	Fine of Php5,000.00	Fine of Php10,000.00 Banned from entering PNOC ESB
15	Crane lifting more than the Safe Working Limit (SWL) of capacity.	Fine of Php3,000.00	Fine of Php5,000.00	Fine of Php10,000.00 and banned from entering PNOC ESB
16	Building/using a temporary shelter without authorization/ approval from the Management	Fine of Php3,000.00	Fine of Php5,000.00	Fine of Php10,000.00 and banned from entering PNOC ESB
17	Working at heights without fall arrest system/fall protection	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and banned from entering PNOC ESB

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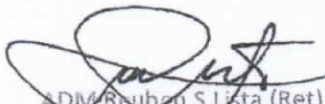
Item No.	Violation to ESB Health, Safety, Security and Environment	1st offense	2nd Offense	3rd Offense
18	Smoking not in the designated Smoking Area.	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and banned from entering PNOE ESB
19	Cooking within ESB premises without authorization from ESB Management.	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and banned from entering PNOE ESB
20	Operating heavy equipment with other worker riding such equipment during or while in operation (Note: All are accountable)	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
21	Not using of required PPE at working/operational area (note: wearing of shorts, slippers, sleeveless clothing except in the areas/activity allowed by PNOE ESB Management is prohibited).	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
22	Unauthorized entry in restricted areas (Pier, Genset building, substation)	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
23	Urinating/defecating not in the toilet facility	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
24	Driving a motorcycle without a proper helmet.	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
25	Not wearing seatbelt while driving a vehicle (Note: Driver should advise all passengers to wear a seatbelt)	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
26	Illegal parking at No Parking Zone	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
27	Loitering outside the designated work station	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB
28	Employing verbal abuse, verbal harassment, sexual, intimidation, or coercion on any person	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOE ESB

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Item No.	Violation to ESB Health, Safety, Security and Environment	1st offense	2nd Offense	3rd Offense
29	Operating heavy equipment without certification (NCII) or equivalent.	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and banned from entering PNOC ESB
30	Workers swimming and fishing in ESB foreshore leased area without authorization from ESB Management.	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and banned from entering PNOC ESB
31	Leaving the vehicle (truck) without chock or its engine is not shut off (continuous idling)	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php3,000.00 and banned from entering PNOC ESB
32	Littering & Unauthorized dumping of wastes (e.g. human waste, leftover food, clothes, tires, styro, disposable cups, cigarette butts, sacks, candy/ junk food wrappers, plastics, bottled water, cans, etc.)	Fine of Php1 000 00	Fine of Php3 000 00	Fine of Php5,000.00 and banned from entering PNOC ESB

APPROVED:


 ADM Reuben S. Lista (Ret)
 President and CEO
 Date: 4 June 2021

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PHILIPPINE NATIONAL OIL COMPANY

Energy Supply Base Department
Mabini, Batangas

Health, Safety, Security and Environment
Violation Slip

Name of Violator:
Company:

Date & Time:
Location:

Table with 3 columns and 12 rows of violation categories, each with a checkbox and description (e.g., Incident resulted in death, Incident resulted in serious injury or serious illness, etc.)

The above-mentioned violation has equivalent penalties/charges in accordance with the policy of PNOC-ESB related to "Prohibited Acts and Penalties/Charges for Violations on Health, Safety, Security and Environment"

Reported by: Employee
Verified by: Shift Engineer/HSS Officer

Noted by: Department Manager
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