



**PHILIPPINE NATIONAL OIL COMPAN**

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 : **25 May 2023**  
Project Title : **De-Sludging of PNOC Bldgs. 6, 5, 3, and Motorpool Septic Tanks**  
Reference No. : **2023-05-159**  
Total ABC : **PhP 400,000.00**  
Submission Deadline: **5 June 2023 / 10:00 AM**  
Place of Delivery : **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)

Additional Requirements:

- Certificate of Inspection
- SEC|DTI Certificate
- Environmental Sanitation Clearance|DENR Certificate
- Submission of at least a single satisfactorily completed project  
(Bidder to submit certification issued by the client – NOA, NTP, PO/Contract or Certificate of Completion)

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.

  
**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee

## **PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City

**Project:** De-sludging of PNOC Bldg. 6, 5, 3 and Motorpool Septic Tanks  
**Justification:** To Maintain free flow of waste materials on sanitary pipes and avoid accumulation of sludge in the buildings septic tanks.

### **SCOPE OF WORKS:**

The scope of the project is to provide service in siphoning and manual cleaning of PNOC Building 6, 5, 3 and motorpool septic tanks. Scope includes provision of trained personnel, safety gears, appropriate tools and equipments necessary for the total desludging and disposal of liquid waste, oil, fats, grease, mud and all solid waste materials accumulated inside the digestive and leaching chambers of septic tanks.

### **LABOR REQUIREMENT/S:**

- Bidder must have at-least three (3) years of experience in de-sludging /siphoning works of septic tanks (Submit SEC or DTI certificate).
- Contractor must be issued with Environmental Sanitation Clearance and DENR Certificate.
- Contractor crew to wear proper attire/uniform with ID and observe Company Policy and regulations on safety and security during the working period.

### **OTHER DOCUMENTARY REQUIREMENT/S:**

Submit at-least a single satisfactorily completed project of septic tank de-sludging. As proof, Bidder must submit certification issued by the client (NOA, NTP, PO/Contract, or Certificate of completion) to attest to the satisfactory service rendered by the contractor.

### **PROJECT EXECUTION REQUIREMENT:**

1. Conduct site inspection of septic tank and associated pipe lines to determine and evaluate the conditions prior to start of work.
2. Arrange all documents/permits that maybe required by the local government authorities.
3. Coordinate all works to PNOC representatives.
4. Conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement of work.
5. Properly position required equipment, safety devices and warning signs as required.
6. Safely position the siphoning machine to de-sludge liquid waste of the septic tanks.

7. Perform manual cleaning of the septic tanks to pull-out grease, mud and solid waste deposits inside the septic tanks.
8. Siphon the remaining liquid waste on the septic tank.
9. Contractor must be responsible in proper disposal of the removed septic tank deposit.
10. Conduct thorough cleaning of the entire working area upon disposal of every septic deposit.
11. Demobilisation of personnel, tools and equipments.

#### **GENERAL PROVISIONS:**

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD Representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive at an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work.
3. The Contractor is required to secure the required Surety, Performance and Guarantee Bonds prior to the commencement of work.
4. The contractor is required to coordinate all activities and work relative to the project with the PNOC Admin-GSD 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 Admin-GSD representative and complete the project by the completion date as indicated in the TOR.
6. The Contractor shall be liable for all fire and 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 of omissions of the contractor including any and all expenses which may be incurred by PNOC-Admin GSD and its personnel in the defence 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 Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
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-Admin GSD, 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

judgement are not in full accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.

**SITE POSSESSION:**

1. The CONTRACTOR confirms that he has inspected the site where the work will be performed; that he has informed himself fully as to 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. Tapping of equipment and other related work shall be properly coordinated with PNOC-Admin GSD designated representative for provision of electrical power source for outlets.

**COMPLETION OF WORK:**

- Work should be completed in Seven (7) calendar days from 5:00pm onwards on weekdays and 7:00am onwards on weekends and holidays reckoned from the date of receipt of the notice to proceed

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

**WARRANTY PROVISIONS:**

- Workmanship shall be guaranteed for a period of Six (6) months from date of acceptance. At any time within the period of guarantee and upon notification, the contractor shall repair and/or rectify the deficiencies found at the sole option of PNOC.

**PROJECT ABC: PHP 400,000.00**

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (P)
1	lot	<b>DE-SLUDGING OF PNOC BLDGS. 6, 5, 3 AND MOTORPOOL SEPTIC TANKS</b>  (Pls. refer to attached TOR)  ABC: PhP400,000.00	1	
Delivery Schedule:		Within Seven (7) Calendar Days reckoned from the receipt of Notice to Proceed (NTP)		
Delivery Place:		PNOC-Main Office, 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 : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Nos. and Email Address : \_\_\_\_\_