



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 : **August 24, 2023**
Project Title : **Pullout, Repair, and Reinstallation of Submersible Pumps and Motors and/or PMS of Production Wells**
Reference No. : **2023-08-203**
Total ABC : **PhP875,000.00**
Submission Deadline : **August 31, 2023 / 10:00 AM**
Project Location : **PNOC Industrial Park, Batangas II, Mariveles Bataan**

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 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)
- Latest Income/Business Tax Return
- Omnibus Sworn Statement – (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Signed and Accomplished Bill of Quantities

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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Pullout, Repair, and Reinstallation of Submersible Pumps and Motors and/or PMS of Production Wells

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	Pullout, Repair, and Reinstallation of Submersible Pumps and Motors and/or PMS of Production Wells <i>Note: Please see attached Terms of Reference</i> (ABC: PhP875,000.00)	1	
Contract Duration:		Thirty (30) Calendar days reckoned from the date of receipt of Notice to Proceed		
Location :		PNOC Industrial Park, Batangas Dos, Mariveles, Bataan		

TERMS OF REFERENCE

I. SCOPE OF WORK (A)

Pullout, Assessment, Repair and Reinstallation of Submersible Pump and Motor No. 7 (PW7)

The contractor shall provide the necessary labor, tools, and materials, testing instruments, and equipment, as well as necessary supervision and technical expertise to execute and complete the pullout, assessment, repair, and reinstallation of the submersible pump, motor, and accessories, including the controllers of PW7 at PNOC Industrial Park. The contractor shall undertake the following tasks:

1. Mobilization.
 - a. Hauling of personnel, materials, tools, and accessories to be used.
 - b. Transporting the boom truck or equivalent equipment for the pullout of pump, motor, and riser pipes.
 - c. Preparing all necessary documents and permits prior to the start of the activity.
2. Setting of boom truck or equivalent equipment to the deep well bore hole.
3. Conduct parameter testing on motor, supply cable, and sensor conductor, such insulation resistance test before pullout of the pump and motor.

4. Pullout the submersible pump, motor, submersible cable, riser pipes, TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire for sensors.
5. Conduct assessment on submersible pump and motor.
6. Conduct repair on damage/defective parts of submersible pump such as impeller, and replacement on bearings, pump shafting, spring for valve cap, o-rings, and other related parts.
7. Conduct repair on damage/defective parts of the motor.
8. Conduct assessment on its controller and do necessary replacement/repair of any damage/defective electrical parts and components.
9. Conduct rewinding of the stator and reconditioning of motor.
10. Replacement of lead wires, mechanical seal, thrust bearing, diaphragm, and machine thrust plate.
11. Assemble and restore to correct clearances.
12. Conduct down the bore hole CCTV survey camera logging, to determine current status of well casing and to determine the static water level and total depth of the well, with one (1) copy of well data report and one (1) copy of video CCTV logging on flash drive.
13. Checking of data in the bore hole via CCTV camera to find out any damage on the well casing. Materials for re-sleeving and installation will be part of the work.
14. Perform rehabilitation of well by means of mechanical wire brushing, bailing to remove silts, clay, and other encrustations from slots of screens and bottom of the well for a maximum period of eight (8) hours.
15. Chemical treatment using sodium hex metaphosphate to loosen the suspended particles at the casing perforation and walls of casing. Leave behind the well for a minimum of twelve (12) hours to allow the chemical to react.
16. Well disinfection by application of two (2) kg of chlorine/sodium hypochlorite solution.
17. Supply of 3M scotch cast splicing kit, TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire and electrodes.
18. Installation of PNOC spare unit or reinstallation of the pulled out submersible pump, motor, submersible cable and splicing, riser pipes including TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) with electrodes to original setting. Include the necessary support to secure the installation and final positioning in the well casing.
19. Conduct testing and commissioning to be witnessed by PNOC representative and collect data of pump and motor such as insulation resistance test, motor current, voltage reading, pump output and pressure, and other related tests.
20. Contractor will evaluate the cause of submersible pump and motor breakdown; submit the evaluation report together with estimated cost of repair. PNOC representative will witness the opening of pump and motor.
21. Demobilization.
 - a. Housekeeping at the project area.
 - b. Removal of equipment used.

II. SCOPE OF WORK (B)

Pullout, Assessment, and Preventive Maintenance of Submersible Pump and Motor No. 2 (PW2)

The contractor shall provide the necessary labor, tools, and materials, testing instruments, and equipment, as well as necessary supervision and technical expertise to execute and complete the pullout, assessment, and preventive maintenance of submersible pump, motor, (PW2) and its accessories at PNOC Industrial Park. The contractor shall undertake the following tasks:

1. Mobilization.
 - a. Hauling of the personnel, materials, tools, and accessories to be used.
 - b. Transporting of boom truck or its equivalent equipment for pullout of pumps, motors, and riser pipes.
 - c. Prepare all necessary documents and permit prior to the start of the activity.
2. Setting of boom truck or equivalent equipment to the deep well bore hole.
3. Conduct parameter testing on motor, supply cable, and sensor conductor, such insulation resistance test before pullout of the pump and motor.
4. Pullout the submersible pump, motor, submersible cable, riser pipes, TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire for sensors.
5. Perform rehabilitation of well by means of mechanical wire brushing, bailing to remove silts, clay, and other encrustations from slots of screens and bottom of the well for a maximum period of eight (8) hours.
6. Chemical treatment using sodium hex metaphosphate to loosen the suspended particles at the casing perforation and walls of casing. Leave behind the well for a minimum of twelve (12) hours to allow the chemical to react.
7. Conduct down the bore hole CCTV survey camera logging, to determine current status of well casing and to determine the static water level and total depth of the well, with one (1) copy of well data report and one (1) copy of video CCTV logging on flash drive.
8. Well disinfection by application of two (2) kg of chlorine/sodium hypochlorite solution.
9. Supply of 3M scotch cast splicing kit, TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire and electrodes.
10. Installation of PNOC spare unit or reinstallation of the pulled out submersible pump, motor, submersible cable and splicing, riser pipes

including TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire with electrodes to original setting. Include the necessary support to secure the installation and final positioning in the well casing.

11. Conduct testing and commissioning to be witnessed by PNOC representative and collect data of pump and motor such as insulation resistance test, motor current, voltage reading, pump output and pressure, and other related tests.
12. Contractor will evaluate the status of the pulled-out pump and motor and submit the evaluation report together with estimated cost of repair. PNOC will witness the opening of pump and motor.
13. Demobilization.
 - a. Housekeeping at the project area.
 - b. Removal of equipment used.

III. LABOR REQUIREMENTS:

1. The Contractor must be knowledgeable in PMS and repair submersible pump and motor with minimum of two (2) years working experience.
2. The Contractor will be able to bring all necessary tools, materials, and equipment to perform the Scope of Works, especially during the testing and commissioning of the production well.
3. The Site Engineer/Supervisor/Foreman, and the Safety Officer must be at the project site whenever work is being performed.

IV. BILL OF QUANTITIES:

The Contractor may refer to the table below for the preparation of Bill of Quantities:

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	General Requirements				
A.	Mobilization	1	lot		
B.	Demobilization	1	lot		
C.	Permit and Licenses	1	lot		
D.	Safety Requirements and Health Program	1	lot		
	SUB TOTAL:				

1	Pullout, Assessment, Repair and Reinstallation of Submersible Pump and Motor No. 7 (PW7)	1	unit		
2	Pullout, Assessment, and Preventive Maintenance of Submersible Pump and Motor No. 2 (PW2)	1	unit		
	Labor Cost	1	lot		
	SUB TOTAL:				
3	Markup				
	SUB TOTAL:				
4	Total Project Cost				
	SUB TOTAL				
5	Value Added Tax (VAT)				
	SUB TOTAL:				
6	TOTAL PROJECT COST <i>(Inclusive of VAT and all other taxes)</i>				

V. PROJECT EXECUTION REQUIREMENTS:

A. General Conditions

1. The Contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.
2. The Contractor shall secure all necessary permits before starting the activity.
3. The Contractor is required to submit the following items subject for approval of PNOC within 15 days after issuance of Notice To Proceed:
 - a. Construction Methodology/Detailed Plan
 - b. BOQ with Weighted Percentage
 - c. Manpower Histogram
 - d. Tools and Equipment Histogram
 - e. Work Schedule and S-Curve; and
 - f. Safety Program
4. The winning Contractor shall attend a scheduled kickoff meeting before the start of the project.
5. The Contractor shall comply with the following requirements prior to execution of works:
 - a. PNOC Industrial Park Work Permit System; and
 - b. Safety and Health Orientations of all personnel to be conducted by PIP
 - c. HSSE Officer.
6. The Contractor must conduct proper planning and safety orientation meetings with all the personnel involved in the work prior to commencement.

7. The Contractor shall coordinate with the PNOC representative for the topping and isolation of the power supply for the equipment to be used.
8. The Contractor shall conduct testing and commissioning of supply devices and equipment as witnessed by PNOC representative.
9. The Contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
10. 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 approved by the PNOC representative, and complete the project by the completion date as indicated in the TOR.
11. 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.
12. The cost of any and all rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the contractor.
13. The Contractor must comply with RA 11058, DOLE DO 198-18, OSHS, and other requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID, and observe PNOC Industrial Park rules and regulations on safety, security and environment.
14. 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.
15. 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.
16. The Contractor shall submit to PIP representative Daily Accomplishment Report for construction monitoring purposes.
17. The Park operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PIP representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
18. 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.

B. Site Possession

1. Temporary facilities and stay-ins within PNOC premises are not allowed.
2. The Contractor shall provide a kilowatt-hour sub-meter for monitoring electrical consumption during project execution.
3. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative for the provision of electrical power sources for the equipment to be used.

4. The contractor shall be responsible for the first preventive maintenance while within the warranty period.

VI. PROJECT DURATION

Work should be completed within THIRTY (30) CALENDAR DAYS, to include the finalization and submission of assessment and report on the repair and PMS done, reckoned from the date of receipt of the Notice to Proceed.

Work should start from 8:00 AM – 5:00 PM weekdays and weekends, including holidays.

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

VII. WARRANTY PROVISIONS

The warranty shall be ONE (1) year reckoned from the date of final turnover and acceptance.

VIII. DEFINITION OF SIMILAR PROJECTS

Projects that involve repair and preventive maintenance of equipment (submersible pumps and motors).

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 : _____

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. ___[date issued], [place issued]
IBP No. ___[date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____