



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 1, 2024**
Project Title : **Generator Set Servicing**
Reference No. : **2024-08-098**
Total ABC : **PhP 100,000.00**
Submission Deadline : **August 13, 2024 / 09:00 AM**
Project Location : **PNOC Industrial Park, Mariveles, Bataan**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Password-protected PDF copy to email address:
or newprocurement@pnoc.com.ph

Physical Submission Sealed envelope to PNOC Procurement Management Division at the above address

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- 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.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / rgvergara@pnoc.com.ph.

Thank you.

for: Antonia Buning
ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee *[Signature]*



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

LOT NO.	UOM	TECHNICAL SPECIFICATIONS / DESCRIPTION	QTY	BID PRICE (P)
1	unit	Scope of Work 1: Preventive Maintenance Service of Generator Set 2 located at Reservoir 2 Brand: Westing Power / Cummins Model: TC235T Capacity: 218.5 kVA Engine Model: 6CTA8.3-G2 Phasing: 460 VAC, 3-phase	1	
	unit	Scope of Work 2: Preventive Maintenance Service of Generator Set 3 located at P1 Brand: Licht Industries Model: ECO-FW120C Capacity: 120 kVA Engine Model: CA4DF2-14D (010717999) Phasing: 460 VAC, 3-phase	1	
TOTAL > > >				

SCOPE OF WORK:

I. SCOPE OF WORK:

The contractor shall provide all necessary labor, tools, materials, equipment, supervision and technical expertise to implement and complete the Generator Set servicing:

Scope of Work 1 (PMS of Generator set 2 located at Reservoir 2);

1. Supply and replace diesel engine lube oil.
2. Supply, delivery and install filter such as fuel, oil to serve as replacement on existing.
3. Clean the existing air filter
4. Check the wiring thread of the alternator and electric control parts.
5. Check equipment support/vibration isolator.
6. Measure valve clearance, intake = 0.30mm, exhaust = 0.35 mm, make adjustment if needed.
7. Check and adjust the tension of belts such as fan belt and alternator belts.
8. Cleaning and inspection of alternator

9. Check the tightening torque of engine bolt's and nuts.
10. Check battery status and provide recommendation.
11. Provide service report.
12. Housekeeping and demobilization

Scope of Work 2 (PMS of Generator set 3 located at P1);

1. Supply and install new diesel engine hand feed pump
2. Supply, delivery and install filter such as fuel, oil to serve as replacement on existing.
3. Clean the existing air filter
4. Check the wiring thread of the alternator and electric control parts.
5. Check equipment support/vibration isolator.
6. Measure valve clearance, intake = 0.30mm, exhaust = 0.35 mm, make adjustment if needed.
7. Check and adjust the tension of belts such as fan belt and alternator belt
8. Cleaning and inspection of alternator
9. Check the tightening torque of engine bolt's and nuts.
10. Check battery status and provide recommendation.
11. Provide service report.
12. Housekeeping and demobilization

II. MATERIALS REQUIREMENTS:

For scope of work # 1

1. Fuel water separator – Fleet guard (FS 1280) or any alternative
2. Oil filter - Fleet guard (91PY162) , (3401544) or any alternative
3. Fuel filter (FF 5052) or any alternative
4. Engine lube oil (15W/40) – 2 pail (16L/pail)
5. Engine coolant

For scope of work # 2

6. Oil Filter – FAWDE 1012015-583-ZCIAWF (LLF71) or any alternative
7. Fuel Filter - FAWDE LA439 or any alternative
- FAWDE K1117001A or any alternative
8. Fuel Water Separator – Fleet Guard FS1240 or any alternative
9. Engine lube oil (15W/40) – 2 pail (16L/pail)
10. Engine coolant
11. Diesel Engine Hand Feed Fuel Pump
12. Cleaning materials

III. PROJECT EXECUTION REQUIREMENTS:

1. Contractor shall attend a scheduled kick-off meeting before the start of the project.
2. Contractor shall install caution signs and appropriate safety devices to protect all personnel working on the job site.

3. Contractor should provide a safety oil spill kit at job site.
4. 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 HSSE Officer.

Violating PNOC work permit process will be subject to a penalty of 1/10 of 1% of the total project cost.

For Scope of Work 1;

1. Drain diesel oil of oil sump and fuel injection pump of generator set 1, clean the oil sump carefully and change the lubricating oil.
2. Clean the strainer of the oil collector.
3. Check and adjust the injection pump advance angle.
4. Replace engine lube oil.
5. Replace fuel filter.
6. Replace oil filter.
7. Remove, clean and re install air filter
8. Check and retighten if needed the nut on the driven-gear of oil pump using torque wrench.
9. Check and retighten if needed the bolts on the main bearing using torque wrench.
10. Check and retighten if needed the bolts on the connecting rod using torque wrench.
11. Check and retighten if needed the bolts on the cylinder head using torque wrench.
12. Check the tension of fan belt, adjust if needed.
13. Clean the fuel integral tank, fuel transfer pump strainer and fuel line.
14. Contractor must do testing and commissioning as witness by PNOC representative.
15. Contractor must submit complete and detail service report.
16. Contractor should properly dispose generated waste material at PNOC staging area
17. Housekeeping and demobilization.

For Scope of Work 2;

1. Replace manual feed pump
2. Drain diesel oil of oil sump and fuel injection pump of generator set 1, clean the oil sump carefully and change the lubricating oil.
3. Clean the strainer of the oil collector.
4. Check and adjust the injection pump advance angle.
5. Replace engine lube oil.
6. Replace fuel filter.
7. Replace oil filter.

8. Remove, clean and re install air filter
9. Check and retighten if needed the nut on the driven-gear of oil pump using torque wrench.
10. Check and retighten if needed the bolts on the main bearing using torque wrench.
11. Check and retighten if needed the bolts on the connecting rod using torque wrench.
12. Check and retighten if needed the bolts on the cylinder head using torque wrench.
13. Check the tension of fan belt, adjust if needed.
14. Clean the fuel integral tank, fuel transfer pump strainer and fuel line.
15. Contractor must do testing and commissioning as witness by PNOC representative.
16. Contractor must submit complete and detail service report.
17. Contractor should properly dispose generated waste material at PNOC staging area
18. Housekeeping and demobilization.

IV. PROJECT DURATION

Project must be completed within ten (15) calendar days reckoned from the date of receipt of the Notice to Proceed/Purchase Order.

V. WARRANTY PROVISIONS

The warranty shall be One (1) year for materials and services reckoned from the date of final turn-over and acceptance.

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.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

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.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

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/Mobile No. : _____
Email Address : _____
TIN : _____
PhilGEPS Registration Number : _____

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:]*

[I fa 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 _____, 2024 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 _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.pdf

Note: The RFQ Reference Number is located on the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.