

Project: Construction of New Pier  
Bidder: Luzviminda

Bill No.	Description	Queries	Response
	Financial Component	What is the standard format of Detailed Estimates Form?	Will be provided
	Technical and Financial Component	How many original and duplicate copies of bidding documents to submit?	Refer to Bid Documents Instruction to Bidders.
	Project Implementation	Is the existing roro ramp can be use as materials and equipment offloading facilities by contractor's vessel?	The Roro Pier will be operational during Construcion Phase. The Contractor may use the pier as client of ESB for offloading of materials and equipment. The allowable draft of the pier is 4 meters.
2.1	Bill No. 2 - Marginal Wharf Supply and Delivery of Steel Pile Pipes including interlock connectors.	What is the length of interlock connectors? Is it same with the length of Steel Pipe Piles of 21 meters?	Yes. Same length.
8.1.19	Bill No. 8 - Support Facilities Waterlines (100mmØ)	Kindly specify the description of this item.	Stand Pipe Hydrant with Water Meter, Commercial Type,(100mmØ)
8.1.24	Bill No. 8 Support Facilities Waterlines Sewerafe Line (Including STP, 45 CMD)	Kindly provide details for Note 8, Note 11 (Mastic Jointing) and Note 14 (Rocker Pipe) as stated on the plan (Sheet No. 49a/63). Also, please provide Annex D for Additional References, as mentioned on the Bill of Quantities.	Annex D will be provided.
8.2.6	Bill No. 8 Support Facilities Electrical Works Concrete Manhole complete with pulling iron, cable tray and ground rod.	Kindly provide detail/ plan/ drawing for this item.	Refer to Philippine Electrical Code.
8.2.15.2	Bill No. 8 Support Facilities Electrical Works (Upgrading of Service Entrance Equipment) Manhole	Kindly provide detail/ plan/ drawing for this item.	Refer to Philippine Electrical Code.
9.1	Bill No. 9 Demolition of Existing of Marginal Wharf.	Demolition of existing marginal wharf will be up to what specific elevation? May we request for as-built drawings for the existing Marginal Wharf? Where will be the disposal area of demolished wharf?	No as built drawing available for existing Marginal Wharf. Disposal area of demolished materials will be designated by PNOC.

# TEMPORARY FACILITY/ STORAGE AREA OF THE CONTRACTOR



## PNOC Sewage Treatment Plant (STP)

### General Notes:

1. Proposed STP flow is 45 m<sup>3</sup>/day (cmd)
2. Proposed STP minimum of Compact Type SBR technology or approve equal partially buried on the ground and shall comply with DENR Administrative Order 2016-08 Water Quality Guidelines and General Effluent Standards (DAO 2016-08). **Table 1** shows the class of water bodies while **Table 2** show the effluent parameters for class SC
3. This Plan/Process flow of STP shown in **Figure 1** is for reference only.
4. All commercial establishment such as restaurants, must provide their own grease trap / oil interceptor.

**Table 1. Water Classification**

<b>Classification</b>	<b>Intended Beneficial Use</b>
Class SA	Protected Waters – Waters designed as national or local marine parks, reserves, sanctuaries, and other areas established by law (Presidential Proclamation 1801 and other existing laws), and/or declared as such by appropriate government agency, LGUs, etc.  Fishery Water Class I – Suitable for shellfish harvesting for direct human consumption
Class SB	Fishery Water Class II – Waters suitable for commercial propagation of shellfish and intended as spawning areas for milkfish ( <i>Chanos chanos</i> ) and similar species.  Tourist Zones – For ecotourism and recreational activities  Recreational Water Class I – Intended for primary contact recreation (bathing, swimming, skin diving, etc.)
Class SC	Fishery Water Class III – For the propagation and growth of fish and other aquatic resources and intended for commercial and sustenance fishing  Recreation Water Class II – For boating, fishing, or similar activities  Marshy and/or mangrove areas declared as fish and wildlife sanctuaries
Class SD	Navigable waters

**Note: Class SC classification is the water classification of the receiving water body for the proposed project.**

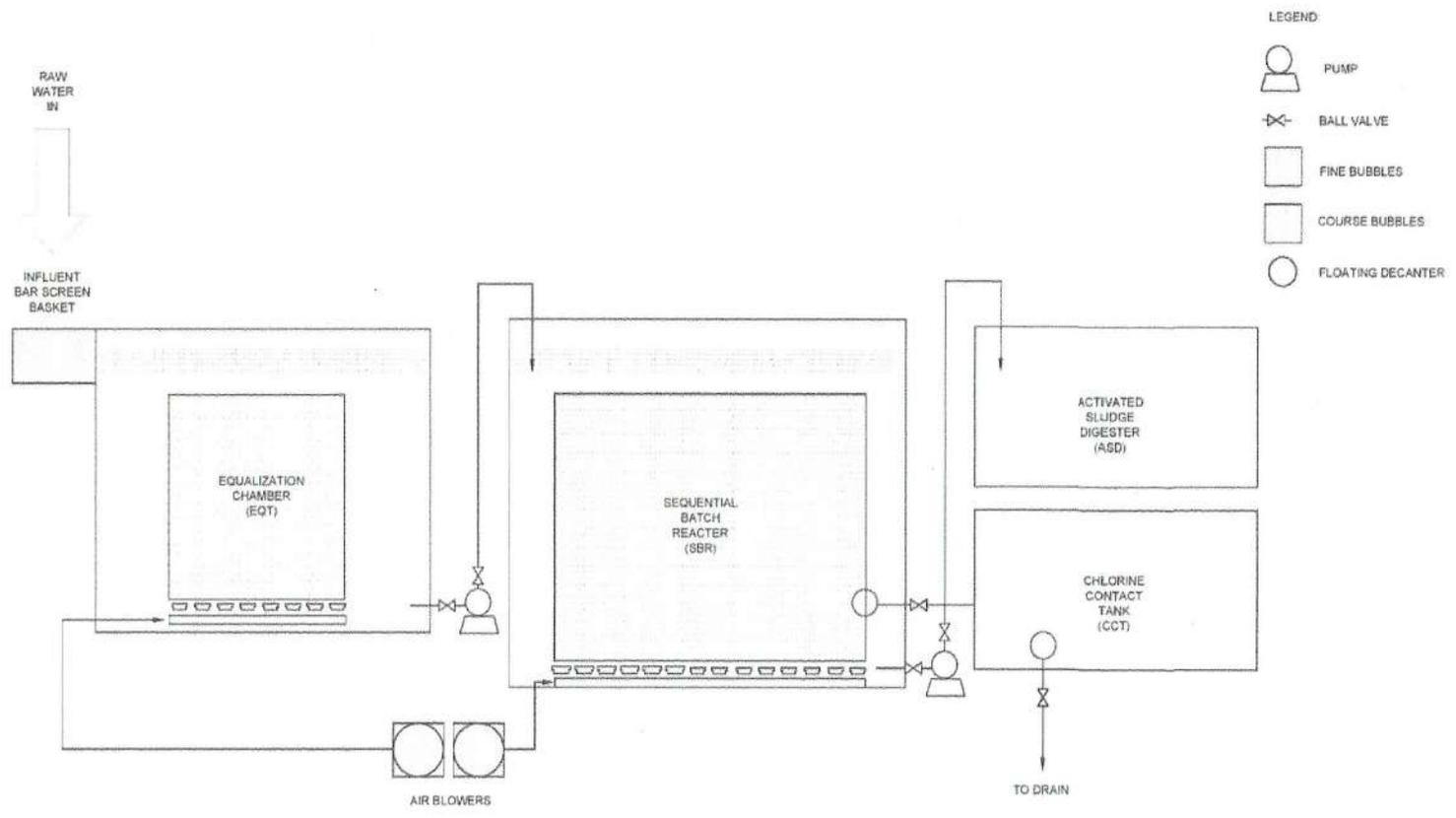
**Table 2. Effluent Standards for Class SC**

11/6/2021

Significant Parameter	Influent/Typical Domestic Sewage <sup>1</sup>	DAO 2016-08 Effluent Standards Class for SC	Unit
Biochemical Oxygen Demand (BOD <sub>5</sub> )	110-400	100	mg/l
Chemical Oxygen Demand (COD)	250-1000	200	mg/l
Total Suspended Solids (TSS)	100-350	100	mg/l
Fecal Coliform	-	400	MPN
Ammonia as NH-3	-	0.5	mg/l
Nitrate as NO <sub>3</sub>	-	20	mg/l
Phosphate	4-15	1	mg/l
Oil and Grease	50-150	10	mg/l
Surfactants	-	15	mg/l

Notes: 1 - Wastewater Engineering: Treatment and Reuse, 4<sup>th</sup> Edition, by Metcalf and Eddy (2003)

11/62221



SBR SEQUENCE PROCESS FLOW DIAGRAM

CONSULTANT	IMPLEMENTING AGENCY	CHECKED BY	RECOMMENDING APPROVAL	APPROVED BY	PROJECT NAME AND LOCATION	SHEET CONTENTS	SET NO.	SHEET NO.
WOODFIELDS CONSULTANTS INC. A Planning and Engineering Consulting Firm	PHILIPPINE NATIONAL OIL COMPANY PNOC					SBR SEQUENCE PROCESS FLOW DIAGRAM	P	

2225 / 11 / 2022



**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



#### 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 PNOE 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 PNOE 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
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 PNOC 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 PNOC 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 PNOC 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 PNOC ESB Management is prohibited).	Fine of Php1,000.00	Fine of Php3,000.00	Fine of Php5,000.00 and Banned from entering PNOC 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 PNOC 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 PNOC 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 PNOC 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 PNOC 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 PNOC 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 PNOC 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 PNOC 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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