



**PHILIPPINE NATIONAL OIL COMPANY**  
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 : **28 October 2024**  
Project Title : **Pullout, Repair and Reinstallation of Submersible Pumps, Motors and PMS of Production Wells**  
Reference No. : **2024-10-168**  
Total ABC : **PhP 945,000.00**  
Submission Deadline : **4 November 2024 / 09:00 AM**  
Place of Delivery : **PNOC-Industrial Park, Brgy. Batangas Dos, 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](mailto: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
- Latest Income/Business Tax Return
- 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:

- Bill of Quantities (BOQ) and Detailed Estimate
- Contractor must be knowledgeable in PMS and repair of submersible pump and motor with a minimum of two (2) years working experience

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](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph).

Thank you.

**ATTY. JOSEPHINE CASSANDRA J. CUI**  
Chairperson  
Bids and Awards Committee

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

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

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (₱)
1	lot	<b>Supply of labor, tools, materials, testing instruments and equipment as well as necessary supervision and technical expertise for the pullout, assessment, repair and reinstallation and preventive maintenance (PMS) of submersible pump, motors and accessories including controllers at PNOC-Industrial Park</b> <i>(Pls. refer to attached Terms of Reference)</i>	1	
<b>Total Amount of Bid (VAT incl.)</b>				
<b>in figures:</b>				
<b>in words:</b>				
<b>Total Amount of ABC: PhP 945,000.00</b>				
Delivery Schedule:	Scope of Work A (Repair Work): fifteen (15) calendar days Scope of Work B (Preventive Maintenance): within seven (7) calendar days after completion of repair work (A) and shall be completed within fifteen (15) calendar days from the start of work (B); reckoned from the receipt of Notice to Proceed (NTP)			
Delivery Place:	PNOC Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan			
	Awarding on per lot basis / one (1) lot			
	Quoted Price should be VAT inclusive			
	Warranty: One (1) year reckoned from the date of final turn over and acceptance			

**PHILIPPINE NATIONAL OIL COMPANY**  
**Park Management Department**  
**PNOC Industrial Park**  
 Batangas II, Mariveles, Bataan

**TERMS OF REFERENCE (TOR)**

**Project** : Pullout, Repair, and Reinstallation of Submersible Pumps and Motors and/or PMS of Production Wells  
  
**Project Location** : PNOC Industrial Park, Batangas II, Mariveles, Bataan  
  
**Justification** : To maintain the production wells in good running condition.  
 To prevent operational disruptions caused by equipment failure.

To proactively repair or replace equipment before it breaks down.

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## **I. SCOPE OF WORK (A)**

### **Pullout, Assessment, Repair and Reinstallation of Submersible Pump and Motor**

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 at PNOG 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 the motor, supply cable, and sensor conductor, including an insulation resistance test before pulling out 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 repairs on damaged/defective parts of the submersible pump, such as the impeller, and replace bearings, pump shafting, spring for the 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 well rehabilitation using mechanical wire brushing and bailing to remove silts, clay, and other encrustations from slots of screens and the bottom of the well, with a maximum duration of eight (8) hours.
15. Apply chemical treatment using sodium hexametaphosphate to loosen suspended particles at the casing perforation and walls. Leave it in 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 TW/THW (moisture resistant thermoplastic/moisture and heat-resistant thermoplastic) wire and electrodes.
18. Supply of Power Cable Splice Kit with specifications below:
  - a. 1-Set of Mold body, Pouring Spouts, Electrical Tape, and two-part electrical epoxy insulating and encapsulating resin
  - b. For making inline (straight) splices on unshielded, synthetic insulated cables rated up to a maximum of 5kV and for multiple conductor cables rated up to a maximum of 1kV
  - c. UL listed for direct burial and submerged applications up to 600 volts and 90 deg. Celsius
  - d. Designed for use in weather-exposed or direct-burial locations
19. Installation of PNOG 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.
20. Conduct testing and commissioning to be witnessed by PNOG representative and collect data of pump and motor such insulation resistance test, motor current, voltage reading, pump output and pressure, and other related tests.

21. 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.
22. Conduct demobilization activities
  - 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**

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 and motor 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 the motor, supply cable, and sensor conductor, including an insulation resistance test before pulling out 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 TW/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire and electrodes.
10. Supply of Power Cable Splice Kit with specifications below:
  - a. 1-Set of Mold body, Pouring Spouts, Electrical Tape, and two-part electrical epoxy insulating and encapsulating resin
  - b. For making inline (straight) splices on unshielded, synthetic insulated cables rated up to a maximum of 5kV and for multiple conductor cables rated up to a maximum of 1kV
  - c. UL listed for direct burial and submerged applications up to 600 volts and 90 deg. Celsius
  - d. Designed for use in weather-exposed or direct-burial locations
11. Install the PNOC spare unit or reinstall 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 the original setting. Include the necessary support to secure the installation and final positioning in the well casing.
12. Conduct testing and commissioning to be witnessed by a PNOC representative and collect data on pump and motor, such as insulation resistance test, motor current, voltage reading, pump output and pressure, and other related tests.
13. The contractor will evaluate the status of the pulled-out pump and motor and submit the evaluation report, along with the estimated cost of repair. PNOC will witness the opening of the pump and motor.
14. 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
<b>1</b>	<b>General Requirements</b>				
A.	Mobilization	1	lot		
B.	Demobilization	1	lot		
C.	Permit and Licenses	1	lot		
D.	Safety Requirements and Health Program	1	lot		
	<b>SUB TOTAL:</b>				
<b>1</b>	<b>Pullout, Assessment, Repair and Reinstallation of Submersible Pump and Motor</b>	1	unit		
<b>2</b>	<b>Pullout, Assessment, and Preventive Maintenance of Submersible Pump and Motor</b>	1	unit		
	Labor Cost	1	lot		
	<b>SUB TOTAL:</b>				
<b>3</b>	<b>Markup</b>				
	<b>SUB TOTAL:</b>				
<b>4</b>	<b>Total Project Cost</b>				
	<b>SUB TOTAL</b>				
<b>5</b>	<b>Value Added Tax (VAT)</b>				

	<b>SUB TOTAL:</b>				
<b>6</b>	<b>TOTAL PROJECT COST</b> <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 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**

a. Scope of Work A (Repair Work) shall be completed within fifteen (15) calendar days from the issuance of the Notice to Proceed. To include the finalization and submission of assessment and report on the repair done.

b. Scope of Work B (Preventive Maintenance) shall begin within seven (7) calendar days after the completion of repair work (Scope of Work A) and shall be completed within fifteen (15) calendar days from the start of Scope of Work B. To include the finalization and submission of assessment and report on the preventive maintenance done.

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).

**IX. ABC: Php 945,000.00**  
**APP NO. : 24MO-08D1N**

#### **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 : \_\_\_\_\_

**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](mailto: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: RFQ Reference Number is located at 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.