



**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 : **June 09, 2022**  
Project Title : **Pull-Out, Repair and Re-Installation of Submersible Pumps and Motors and/or PMS of Production Wells**  
Reference No. : 2022-04-085  
Total ABC : **PhP985,000.00**  
Submission Deadline: **June 22, 2022 / 05:00 PM**

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 [cfcmeo@pnoc.com.ph](mailto:cfcmeo@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Omnibus Sworn Statement – Annex “B” (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Signed Term of Reference/Technical Specifications Sheet
- Signed and Accomplished Bill of Quantities – Annex “A”
- Certificate of Site Inspection

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.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### TERMS OF REFERENCE

<b>Project</b>	:	Pull-out, Repair and Re-installation of Submersible Pumps and Motors and/or PMS of Production Wells
<b>Project Location</b>	:	PNOC Industrial Park, Batangas II, Mariveles Bataan
<b>Justification</b>	:	To ensure production well are in good running condition. To ensure that the operation is not hampered during equipment failure. To ensure that the equipment is repaired or replaced before it breaks down.

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

##### - Pull out, Assessment, Repair and Installation of Submersible pumps and motors.

The Contractor shall provide all necessary labor, tools, materials, testing instrument, equipment, and necessary supervision and technical expertise to execute and complete the project. The Contractor shall undertake the following;

1. Mobilization.
  - a. Hauling of personnel, materials, tools and accessories to be used.
  - b. Transporting of boom truck or equivalent equipment for pull-out of pumps, motors and riser pipes.
  - c. Prepare all necessary documents and permit before the start of activity.
2. Set up boom truck or equivalent equipment at the deep well bore hole.
3. Conduct parameter testing on motor, supply cable and sensor conductor such as resistance, insulation resistance test before pull out of pump and motor.
4. Pull-out submersible pump, motor, submersible cable, riser pipes, TW/THW (thermoplastic high heat-resistant and water-resistant) wire for sensors.
5. Conduct assessment of submersible pump and motor.
6. Conduct repair on damaged/defective parts of submersible pump such as impeller, bearing, pump shafting, spring for valve cup, o-ring, and other related parts.
7. Conduct repair on damaged/defective part of motor.
8. Conduct rewinding of stator and reconditioning of rotor.
9. Replacement of lead wires, mechanical seal, thrust bearing, diaphragm, and machine thrust plate.
10. Assemble and restore to correct clearances.
11. Conduct down the bore hole CCTV survey camera logging, to determine current status of well casing and to determine static water level and total depth of the well, with one (1) copy of well data report and one (1) copy of video of CCTV camera logging on flash drive.

12. Checking of data in the bore hole via CCTV camera and to find out any damage on the well casing. Materials for resleeving and installation will be part of the work.
13. 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.
14. Chemical treatment using sodium hex metaphosphate to loosen suspended particles at casing perforation and walls of casing. Leave behind the well for a minimum of twelve (12) hours to allow the chemical to react.
15. Well disinfection by application of two (2) kilos chlorine/ sodium hypochlorite solution.
16. Supply of 3M scotch cast splicing kit, TW/THW (thermoplastic high heat-resistant and water-resistant) wire and electrodes.
17. Installation of PNOC spare/or re-installation of submersible pump, motor, submersible cable and splicing, riser pipes including TW/THW (thermoplastic high heat-resistant and water-resistant) wire with electrodes to original setting. Include the necessary support to secure installation and final positioning in the well casing.
18. 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 test.
19. Contractor will evaluate the status of the pulled-out submersible pumps and motors, submit evaluation report together with the estimated cost of repair. PNOC Representative will witness the opening of pump/ motor.
20. Demobilization.
  - a. Housekeeping at the project area.
  - b. Removal of equipment.

## II. SCOPE OF WORK (B)

### - Preventive Maintenance of Production Wells (PWs)

The Contractor shall provide all necessary labor, tools, materials, testing instrument, equipment, and necessary supervision and technical expertise to execute and complete the PMS of Production Well at PNOC Industrial Park. The Contractor shall undertake the following;

1. Mobilization.
  - a. Hauling of personnel, materials, tools and accessories to be used.
  - b. Transporting of boom truck or equivalent equipment for pull-out of pumps, motors and riser pipes.
  - c. Prepare all necessary documents and permit before the start of activity.
2. Set up boom truck or equivalent equipment at the deep well bore hole.
3. Conduct parameter testing on motor, supply cable and sensor conductor such as resistance, insulation resistance test before pull out of pump & motor.
4. Pull-out submersible pump, motor, submersible cable, riser pipes, TW/THW (thermoplastic high heat-resistant and water-resistant) 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 suspended particles at casing perforation and walls of casing. Let it stay in 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 static water level and total depth of the well, with one (1) copy of well data report and one (1) copy of video of CCTV camera logging on flash drive.
8. Well disinfection by application of two (2) kilos chlorine/ sodium hypochlorite solution.
9. Supply of 3M scotch cast splicing kit, TW/THW (thermoplastic high heat-resistant and water-resistant) wire and electrodes.
10. Installation of PNOC spare/or re-installation of submersible pump, motor, submersible cable and splicing, riser pipes including TW wire with electrodes to original setting. Include the necessary support to secure 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 test.
12. Contractor will evaluate the cause of submersible pumps and motors breakdown; submit evaluation report together with the estimated cost of repair. PNOC Representative will witness the opening of pump/motor.
13. Demobilization.
  - a. Housekeeping at the project area.
  - b. Removal of equipment.

### III. LABOR REQUIREMENTS:

1. Contractor must be knowledgeable in PMS of production well, especially in Motor and Submersible Pump conditions 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 Work, especially during the testing and commissioning of the production well.
3. The Safety Officer and Supervisor/ Foreman 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 the Bill of Quantities:

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
<b>1</b>	<b>General Requirements</b>				
A.	Mobilization				
B.	Demobilization				

C.	Permits and Licenses				
D.	Safety Requirements and Health Program				
	SUB TOTAL				
2	<b>Pull out, Assessment, Repair and Installation of Submersible pump and Pull-out, and Re-installation of Submersible Pumps, Motors and Accessories for the Preventive Maintenance of Production Wells (PWs)</b>	2	Units		
	<b>Labor Cost</b>				
	SUB TOTAL				
3	<b>Mark-up</b>				
	SUB TOTAL				
4	<b>Total Project Cost</b>				
	SUB TOTAL				
5	<b>Value Added Tax</b>				
	SUB TOTAL				
6	<b>TOTAL PROJECT COST (Inclusive of taxes and all other taxes)</b>				

**V. PROJECT EXECUTION REQUIREMENTS:**

1. The winning contractor shall directly designate qualified employee to supervise the work from start to end of the contract.
2. Should have Safety Officer that will be in charge of safety aspects during working hours.

**VI. ADDITIONAL REQUIREMENTS:**

**A. General Conditions**

1. The Contractor and PNOG Representatives shall conduct a joint inspection on the specific works of 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, and equipment necessary to carry out the work.

Note: PNOC will provide an Inspection Certificate once the Contractor has done its assessment at the working area.

3. The Contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.
4. The Contractor shall secure all necessary permits before starting the activity.
5. The Contractor will submit the following items subject for approval of PNOC within 3 days after issuance of Notice To Proceed as required:
  - a. Manpower Histogram
  - b. Tools and Equipment Histogram
  - c. Work Schedule and
  - d. Safety Program

Failure to secure approval of the foregoing items after 3 days from the issuance of Notice to Proceed (NTP) will be subject to a penalty of one-tenth (1/10) of one percent (1%) of the total project cost per day of delay.

6. The winning Contractor shall attend a scheduled kick-off meeting before the start of the project.
7. 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 conduct by PIP HSSE Officer.
8. The Contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
9. The Contractor shall coordinate with the PNOC Industrial Park for the tapping and isolation of the power supply for the equipment to be use.
10. Contractor shall conduct testing and commissioning of supply devices and equipment as witnessed by PNOC Industrial Park.
11. The Contractor is required to coordinate all activities and work relative to the project with the PNOC Industrial Park for proper monitoring and coordination.
12. 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 Industrial Park, and complete the project by the completion date as indicated in the TOR.
13. 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.
14. 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 defence of any claim, action or suit.

15. 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.
16. 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.
17. 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.
18. 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.
19. The Park operations shall be given priority on the phasing of works. The Contractor shall therefore coordinate with the PNOC Industrial Park and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
20. The cost of any rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be for the account of the Contractor.

**B. Site Possession**

1. The Contractor shall confirm through site inspection that he has inspected the site where the work will be performed; that he is fully aware of 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 the failure of the Contractor to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution. With this, Contractor shall secure a Certificate of Inspection coming from the Park Management Department.
2. Tapping of equipment and other related work shall be properly coordinated with the PNOC Industrial Park for the provision of electrical power sources for the equipment to be used.
3. Temporary facilities and stay-ins within PNOC premises is not allowed.

**C. Contract Interpretation**

1. The contract documents, specifications and drawings are mutually complimentary. In case of conflict, what is noted in one although not shown in another shall be considered contained in all. The specifications shall prevail over the drawings. The documents forming the contract shall be interpreted in the following order of priority as required:

- a. Contract Agreement
  - b. Letter of Acceptance
  - c. Contractor's Bid
  - d. Special Conditions of the Contract if have
  - e. Specifications
  - f. Drawings if needed
  - g. Bill of Quantities
2. Any other documents listed in the Special Conditions of the Contracts as forming part of the Contract.
  3. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be use or work being done.
  4. All works shall be properly coordinated with Park Management Department.

#### **VII. PROJECT DURATION**

Work shall be On-call and/ completed within 10 days from receipt of job order issued by PNOC upon compliance and approval of documents mentioned in Section VI.5.

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

**NOTE:**

1. *Delays due to work stoppage ordered by PNOC shall not be counted against the set completion date.*
2. *The contract should be accomplished on or before December 31, 2022.*

#### **VIII. WARRANTY PROVISIONS**

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

#### **IX. DEFINITION OF SIMILAR PROJECTS**

The project that involves 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. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PROCURING ENTITY notices may be transmitted.

Telephone No/s. : \_\_\_\_\_  
Fax No/s. : \_\_\_\_\_  
E-mail Add/s. : \_\_\_\_\_

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

11. 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 \_\_\_\_\_

**PULL-OUT, REPAIR AND RE-INSTALLATION OF SUBMERSIBLE PUMPS AND MOTORS AND/OR PMS  
OF PRODUCTION WELLS**

Reference No.: 2022-04-085

**BILL OF QUANTITIES**

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	General Requirements				
A.	Mobilization				
B.	Demobilization				
C.	Permits and Licenses				
D.	Safety Requirements and Health Program				
	<b>SUB TOTAL</b>				
2	Pull out, Assessment, Repair and Installation of Submersible pump and Pull-out and Re-installation of Submersible Pumps, Motors and Accessories for the Preventive Maintenance of Production Wells (PWs)	2	Units		
	Labor Cost				
	<b>SUB TOTAL</b>				
3	Mark-up				
	<b>SUB TOTAL</b>				

4	Total Project Cost				
	SUB TOTAL				
5	Value Added Tax				
	SUB TOTAL				
6	TOTAL PROJECT COST (Inclusive of taxes and all other taxes)				

**Submitted by:**

Name and Signature of Bidder's Representative : \_\_\_\_\_  
Position : \_\_\_\_\_  
Name of Bidder : \_\_\_\_\_  
Date : \_\_\_\_\_