



**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 : **06 February 2025**  
Project Title : **CY2025 Preventive Maintenance of Truck Scale (Quarterly Check-Up and Calibration with ITDI Certificate)**  
Reference No. : **2025-02-036**  
Total ABC : **PhP 83,000.00**  
Submission Deadline : **13 February 2025 / 09:00 AM**  
Place of Delivery : **PNOC-ESB, Brgy. Mainaga, Mabini, Batangas**

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**


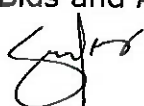
### Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- 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](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  


**PHILIPPINE NATIONAL OIL COMPANY**  
PNOC Energy Supply Base Mainaga, Mabini, Batangas

**Project:** Preventive Maintenance of Truck Scale located at PNOC ESB (Quarterly Maintenance / Check up and Calibration with ITDI Certificate)

**Justification:** Check-up and calibration is required to cater better services on our client and reduce breakdown and emergency maintenance work. To provide continuous truck scale operation and revenue generation for year 2025.

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**SCOPE OF WORK:**

1. Inspection and check-up of the following parts prior to calibration:
  - a. Platform (flooring, ramp, edges, ground clamp, wire connections, bumper bolts, stopper and check for bonding)
  - b. Loadcells (resistance, voltage, minor alignment, base plates, pin blocks, covers, bolts, washers, shims, wires and cables, inspection for damage)
  - c. Indicator (display, board, keypad and print format)
  - d. Printer (printer and print configuration parameters)
  - e. Junction box
  - f. Cables and inter-wiring connections for damages, cuts, crimps and abrasions.
2. Platform:
  - a. Adjustment works on platform binding, if any
  - b. Minor re-connection works of loose wire connections
  - c. Sectioning of platform
3. Loadcells:
  - a. Loadcell Testing (resistance and voltage)
  - b. Adjustment works to make loadcell securely attached to the platform (if misalignment is only due to loose connections of bolts)
  - c. Minor re-connections works of cables & inter-wiring connections
  - d. Alignment of base plates (if misalignment is only due to loose connections of bolts)
  - e. Loadcell balancing
4. Indicator: Minor adjustment on programmed parameters
5. Minor re-connection works of loose wire connections
6. Calibrate and test the scale using standard test weights
7. Reporting on the condition of the Truck scale components.
8. Cleaning and demobilization
9. Check-up and Calibration Schedule:

Visits	Activity
1 <sup>st</sup> Quarter	Check-up and calibration with ITDI (Industrial Technology and Development Institute) Certification
2 <sup>nd</sup> Quarter	Check-up and calibration
3 <sup>rd</sup> Quarter	Check-up and calibration with ITDI (Industrial Technology and Development Institute) Certification
4 <sup>th</sup> Quarter	Check-up and calibration

## **LABOR REQUIREMENTS:**

1. Contractor must be knowledgeable in performing check-up and calibration of Truck scale including Platform, Loadcell, Indicator, printer and other components.
2. Contractor must have a qualified team leader for all technical aspects needed for check-up and calibration of Truck scale including Platform, Loadcell, Indicator, printer and other components to be performed at project site.

## **MATERIALS REQUIREMENTS:**

No Materials needed.

## **PROJECT EXECUTION REQUIREMENTS:**

1. The Contractor shall validate and check any conditions on site which may have an effect on the work and shall immediately notify PNOC commencing the works.
2. Inspection, check up and calibration of platform, loadcells, monitor or indicator and printer.
3. Checking of electrical elements such as junction boxes, cables and inter-wiring connections.
4. Resistance and Voltage testing of six (6) units loadcells.
5. All works, which are not in accordance with this specification, shall be corrected at the Contractor's expense.
6. All matters/changes relative to these project specifications shall be brought to the attention of PNOC representative or the Project Engineer/Inspector assigned to the project.
7. Cleaning all debris and dispose in the area assigned by PNOC.
8. Contractor shall submit ITDI (Industrial Technology Development Institute) certificate, inspection report and other technical recommendations.

## **EXCLUSION:**

The following are EXCLUDED from scope of services. In particular, as follows:

1. All painting/repainting works (even if due to removal of dirt, dust, rust, etc.)
2. Supply and installation of shimming, materials in case of major leveling works
3. Replacement of worn-out parts (such as bolts, washers, stoppers, base plates, pin blocks, pin block supports, load cell covers, cables, wires, etc.)
4. Re-programming or Downloading of Program to the Indicator in case of corrupted program
5. Inspection/Opening of board of old/existing indicator board
6. Interfacing
7. Major alignment works of platform and load cells
8. Cleaning of parts including concrete pavement and steel structure, platform, under structure
9. Lubrication of load cell bolts and anchor bolts.

## **ADDITIONAL REQUIREMENTS:**

### **A. General Conditions**

1. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.

2. The contractor is required to inspect and examine the equipment of the proposed project to arrive at an estimate of the labor, materials, and services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
4. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
5. 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 updated, with the approval of the PNOC representative and complete the project by the completion date as indicated in the TOR.
6. The contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
7. 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.
8. The cost of any and all rework and/or restoration of damaged properties due to Contractor's poor workmanship or negligence shall be borne by the contractor.
9. The minimum major equipment requirements are the following:

Equipment	Capacity	Number of units	Remarks
Forklift (Test weight)	5Tonner	min. (1)	To be provided by PNOC
Unloaded Truck (Build up weight)	10 Wheeler	min. (1)	
Loaded Truck (Build up weight)	10 Wheeler with 30Ton load minimum	min. (1)	

10. The Contractor must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID and observe company rules and regulations on safety and security.
11. 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.
12. 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.
13. The Contractor shall submit to PNOC ESB representative the service report on the performed services.
14. The Base operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PNOC ESB representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Base operations during project implementation.

**B. Site Possession**

1. The CONTRACTOR confirms that he has inspected the equipment and 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 failure of the CONTRACTOR to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.
2. The PNOC ESB shall designate a specific area to be used by the CONTRACTOR as temporary facilities/storage area/administration area in connection with the project.

**COMPLETION OF WORK:**

- Work should be completed within **Five (5)** calendar days per quarter reckoned from the date of receipt of the letter and or advice to conduct the calibration.

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Preventive Maintenance of Truck Scale  
(Quarterly Check-Up and Calibration with ITDI Certificate)**

LOT	UOM	TECHNICAL SPECIFICATIONS	TOTAL AMOUNT (P)
1	lot	<p><b>CY2025 PREVENTIVE MAINTENANCE OF TRUCK SCALE (QUARTERLY CHECK-UP AND CALIBRATION WITH ITDI CERTIFICATE)</b>                      Contract Duration: February 1 - December 31, 2025</p> <p>Schedule of Visits/Activity:                      1<sup>st</sup> Quarter and 3<sup>rd</sup> Quarter – Check-up and Calibration with                      ITDI Certification                      2<sup>nd</sup> Quarter and 4<sup>th</sup> Quarter – Check-up and Calibration                      without ITDI Certification</p> <p><b>Please refer to the attached Terms of Reference</b></p>	
<b>Total Amount of ABC: PhP 83,000.00</b>			
Contract Duration:		February 1 - December 31, 2025	
Delivery Schedule:		Quarterly Preventive Maintenance (1 <sup>st</sup> Quarter - 4 <sup>th</sup> Quarter, 2025)	
Delivery Place:		PNOC-Energy Supply Base (ESB), Brgy. Mainaga, Mabini, Batangas	
		Quoted Price should be VAT inclusive	
		Awarding on per lot basis/one (1) lot	

## 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 PNOG.

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*