



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 : **19 February 2025**
Project Title : **On-Site Calibration of Analog Pressure Gauge and Mechanical Flow Meter**
Reference No. : **2025-02-050**
Total ABC : **PhP 66,171.00**
Submission Deadline : **27 February 2025 / 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

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)

Additional Requirement:

- Certificate of Accreditation, Department of Trade and Industry (DTI), Philippine Accreditation Bureau (PAB) Accredited Calibration Laboratory

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 / gsmendoza@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Calibration of Analog Pressure Gauge
and Mechanical Flow Meter**

LOT	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	1	units	CALIBRATION OF ANALOG PRESSURE GAUGE <i>Technical Description:</i> Quantity: Two (2) Units Range: 0-20 Bars/0-200psi Type: Analog Medium: Water Connection: NPT Brand: Craft Model: N/A Calibration Fee/s : _____	2		
	2	units	CALIBRATION OF MECHANICAL FLOW METER <i>Technical Description:</i> Quantity: Three (3) Units Type: Mechanical Size: 6 inches Medium: Water Connection: Flange Brand: Younio (1-Unit) Dorot (2-Units) Model: LXLC-150E4A (1-Unit) DWM-A (2-Units) Calibration Fee/s : _____	3		
			OTHER FEES/CHARGES: On-Site Surcharge: _____ Mobilization : _____			

Total amount of ABC: PhP 66,171.00

Delivery Schedule: Calibration to begin in the 3rd Quarter of 2025 and should be completed within Thirty (30) Calendar Days.

Delivery Place: PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan

Scope of Work:

Mobilization/On-site Calibration: The service provider is expected to handle calibration at the site.

Certification: The service provider should provide a calibration certificate and a sticker.

Safety: The service provider must undergo a safety orientation before starting the work and must wear necessary Personal Protective Equipment (PPE) including safety goggles, hard hats, safety shoes, working gloves, and reflectorized vests or jackets.

Flowmeter: The flowmeter should not be removed during calibration to prevent operational disruptions.

Traceability: Calibration instruments used must be traceable, with evidence provided through the calibration certificate and sticker.

Housekeeping: The service provider is responsible for maintaining a clean and organized work area.

LOT	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(₱)	TOTAL AMOUNT (₱)
			Additional Instructions:			
			Awarding: The contract will be awarded on a per-lot basis, and there is one (1) lot in total			
			Pricing: The quoted price should be VAT inclusive.			

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 **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.