



**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 : **6 May 2025**  
Project Title : **Hiring of Consultant to Conduct Capacity Testing of Fire Engine**  
Reference No. : **2025-05-110**  
Total ABC : **PhP 600,000.00**  
Submission Deadline : **15 May 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; Portable Document Format (PDF) copy to email or address: [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:**

- Certificate of Inspection
- Curriculum Vitae (CV)
- Certificate of employment from previous employer
- List of previous assessment/s conducted
- Proof of Completion of at least one (1) similar project

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

### Hiring of Consultant to Conduct Capacity Testing of Fire Engine

| LOT  | UOM | TECHNICAL SPECIFICATIONS   | QTY | TOTAL AMOUNT OF BID (P) |
|--|-----|--|-----|-------------------------|
| 1  | LOT | <b>HIRING OF CONSULTANT TO CONDUCT CAPACITY TESTING OF FIRE ENGINE</b><br><b>Please refer to attached Terms of Reference (TOR)</b> | 1   |                         |
| <b>Total amount of ABC: PhP 600,000.00</b> |     |  |     |                         |
| Project Completion:                        |     | Twenty-One (21) Calendar Days from receipt of Notice to Proceed  |     |                         |
| Project Location:                          |     | PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan  |     |                         |
| Pricing:                                   |     | Quoted price should be VAT inclusive   |     |                         |
| Awarding:                                  |     | Per lot basis / one (1) lot  |     |                         |

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

#### TERMS OF REFERENCE (TOR)

**Project** : Hiring of Consultant to Conduct Capacity Testing of Fire Engine  
**Project Location** : PNOC Industrial Park, Batangas II, Mariveles, Bataan  
**Justification** : Compliance to NFPA 25 to ensure that the fire protection system is working properly.

#### I. SCOPE OF WORK

1. Four (4) units of Fire Pumps (R1 and Jetty Pumphouse).
  - a. Conduct a test run of fire pumps and check/evaluate the condition of the units.
  - b. Pump capacity test.
  - c. Record significant data/parameters such as RPM, GPM, TDH, temperature, cut-in and cut-off pressure, gauges and compare them with the standard capacity/rating of the pump.
  - d. Install calibrated pressure gauge and tachometer for measurement of pressure and revolution per minute (rpm) if necessary.
  - e. Check and evaluate the controllers and their accessories.
  - f. Inspect and evaluate the base frame support and its foundation and recommend possible rectification.
  - g. Submit a comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of the fire pumps.

2. Three (3) Units of Jockey Pumps and Motors.

- a. Conduct a test run of jockey pumps and motors and check/evaluate the condition of the units.
- b. Pump capacity test.
- c. Record significant data/parameters such as RPM, GPM, TDH, temperature, cut-in and cut-off pressure, gauges and compare them with the standard capacity/rating of the pump.
- d. Install calibrated pressure gauge and tachometer for measurement of pressure and revolution per minute (rpm) if necessary.
- e. Inspect and evaluate the base frame support and its foundation and recommend possible rectification.
- f. Check and evaluate the controllers and their accessories.
- g. Submit a comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of these pumps and motors.

**II. LABOR REQUIREMENTS**

- 1. Consultant must be knowledgeable in assessing fire pumps and jockey pumps.
- 2. The Consultant shall directly designate a qualified employee to supervise the work from the start to the end of the contract.
- 3. The Consultant must have completed at least one (1) similar project.
- 4. Table of deliverables.

The Consultant shall perform and deliver the following activities and submittal of reports in hard and e-copy.

|    |   |        |
|----|---|--------|
| a. | Mobilization and preparation of the detailed methodology, work schedule and preliminary assessment.   | Week 1 |
| b. | Progress reports  | Week 1 |
| c. | Detailed inspection and testing of equipment.   | Week 2 |
| d. | Interim report preparation, to include the following:<br>Assessment report.<br>Scope of work based on the assessment findings.<br>Detailed cost estimate. | Week 2 |
| e. | Presentation to the PNOC Industrial Park Management.  | Week 3 |
| f. | Final report preparation.   | Week 3 |
| g. | Final detailed engineering report.  | Week 3 |

5. Expertise Requirements.

|    | Expertise   | Qualification   | Experience  |
|----|-------------|---|---|
| a. | Team Leader | At least a Licensed Professional Mechanical / Electrical Engineer | Has at least 1 year of experience in the assessment of fire pumps. Experience in the preparation of assessment reports. |

|    |                |   |   |
|----|----------------|---|---|
| b. | Team Member    | At least a Licensed Mechanical/<br>/Electrical Engineer | Has at least 1 year of experience as Team Leader handling projects related.<br>Has satisfactorily completed at least 1 project as a supervisor or team leader for the assessment of fire pumps. |
| c. | Safety Officer | At least with BOSCH or COSH Certificate                 | Has at least 1 year of cumulative experience as a safety practitioner.<br>Has satisfactorily completed at least 1 project.<br>Knowledgeable on DOLE requirements at work places.                |

## 6. Criteria for the Selection

This is in compliance with Article VIII, Sec. 24.5.3 of RA 9184 which states, "The BAC shall specify in the Request for Expression of interest the set of criteria and rating system for shortlisting of consultants to be used for the particular contract to be bid..."

Criteria and scoring system for the Shortlisting of Bidders.

All bidders shall be prequalified/shortlisted based on the following criteria. The bidders shall be ranked based on the ratings from the shortlisting process. Only the top three bidders shall be requested to submit the Technical and Financial Proposals:

| Evaluation Criteria Shortlisting of Bidders  | Wt%  |
|--|------|
| Qualification of Firms                       | 30%  |
| Qualifications of Team Members/<br>Personnel | 50%  |
| Current Workload/Capacity                    | 20%  |
| Total  | 100% |

### Qualification of Firms - 30% (minimum of 1 year)

| Criteria                                   | Weight | Unit of Measure | Points |         |          |          |              |
|--|--------|-----------------|--------|---------|----------|----------|--------------|
|  |        |                 | 3      | 6       | 9        | 12       | 15           |
| Years of experience in consulting services | 15%    | Number of years | 1 to 5 | 6 to 10 | 11 to 15 | 16 to 20 | More than 20 |
| Experience in similar projects             | 15%    | Number of years | 1 to 5 | 6 to 10 | 11 to 15 | 16 to 20 | More than 20 |

**Qualifications of Team Members/ Personnel- 50% (minimum of 1 year)**

| Criteria                                  | Weight | Unit of Measure   | Points |         |          |          |              |
|---|--------|-------------------|--------|---------|----------|----------|--------------|
|   |        |                   | 3      | 6       | 9        | 12       | 15           |
| Number of relevant training acquired      | 25%    | Hours of training | 1-20   | 21-40   | 41-60    | 61-80    | More than 80 |
| Years of relevant professional experience | 25%    | Number of years   | 1 to 5 | 6 to 10 | 11 to 15 | 16 to 20 | More than 20 |

**Current Workload/Capacity - 20%**

The bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

**III. EQUIPMENT / TOOLS REQUIREMENTS**

Table below is the minimum requirements of tools to conduct the capacity testing.

| Tools                  | Requirements | No. of units |
|------------------------|--------------|--------------|
| Ultrasonic Water Meter | Calibrated   | 1            |
| Pressure gauge         | Calibrated   | 1            |
| Tachometer             | Calibrated   | 1            |
| Clamp-on ammeter       | Calibrated   | 1            |

**IV. PROJECT EXECUTION REQUIREMENTS**

1. Mobilization.
2. Kickoff meeting.
3. Safety Orientation.
4. Project execution
  - a. Capacity Testing of Fire Engine and Pump No. 1.
  - b. Capacity Testing of Fire Engine and Pump No. 2.
  - c. Capacity Testing of Fire Engine and Pump No. 3.
  - d. Capacity Testing of Jockey Pump No. 1.
  - e. Capacity Testing of Jockey Pump No. 2.
  - f. Capacity Testing of Jockey Pump No. 3.
  - g. Capacity Testing of Fire Engine and Pump No. 4.

Note: Project execution may change depending on the exigency of the PIP's operations.

Submission of a comprehensive report.

## **V. PROJECT DURATION**

1. Work should be completed within twenty-one (21) calendar days reckoned from the date of receipt of the Notice to Proceed.
2. Work shall start from 8:00 AM to 5:00 PM on weekdays and weekends including holidays.

Note: Delays due to work stoppage ordered by PNOC shall not be counted against the completion date.

## **VI. ADDITIONAL REQUIREMENTS**

General Conditions:

1. A joint inspection must be conducted by the Consultant at PNOC- Industrial Park on the specific works to be done for the project.
2. The Consultant shall define the organization of the project in terms of specific positions and tasks including the above-mentioned profiles. This information will provide a description (indicating the names, profiles and positions in the proposed project organization) supported by a schematic sheet with a clear indication of the functions and dependencies.
3. Curriculum vitae detailing the educational background, work experiences (highlighting the experiences set in the TOR), and other qualifications of each of the project team members should attach. The bidder shall present proof to support their credentials and those of each member, such as the list of previous assessments conducted and a certificate of employment from a previous employer. Any misrepresentation made, orally or in writing, in any of the credentials and its supporting documents submitted, whether pertaining to the firm or to any of its members shall be a ground for disqualification of the prospective bidder.
4. The Consultant is required to inspect and examine the site and surroundings of the proposed project to arrive at an estimate of the labor, materials equipment, facilities and services necessary to carry out the work.
5. The Consultant is required to secure the required surety, performance and guarantee bonds prior to the commencement of work.
6. The Consultant shall comply with the following requirements before the execution of works:
  - a. PNOC Industrial Park Work Permit System.
  - b. Safety and Health Orientations of all personnel to be conducted by the PIP HSSE Officer.

Note: Penalties and Violations of Health, Safety, Security and Environment are subject to OSH-11A1 of the PIP IMS Manual.

7. The Consultant must conduct proper training and safety orientation meetings with all personnel involved in the work prior to commencement.

8. The Consultant is required to coordinate all activities and work relative to the project with the proponent for proper monitoring and coordination.
9. The Consultant shall commence work on the agreed start date and shall carry out the work in accordance with the program of work submitted by the Consultant, as updated, with the approval of the PNOC and complete the project by the completion date as indicated in the Scope of Work.
10. The Consultant 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.
11. The Consultant shall hold PNOC-Industrial Park Management and its personnel free from any and all liabilities to persons or damages to property occasioned by any act or omissions of the Consultant including any and all expenses which may be incurred by PNOC-Industrial Park Management and its personnel in the defense of any claim, occasion or suit.
12. The cost of any and all rework and/or restoration of damaged properties due to the Consultant's poor workmanship or negligence shall be borne by the Consultant.
13. The Consultant must comply with all standard health and safety requirements including among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID and observing company rules and regulations on safety and security.
14. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC-Industrial Park Management, 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-Industrial Park Management.
15. The Consultant 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. Should the Consultant failed to deliver any or all of the Services within the period/s specified, PNOC shall deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract.

#### Site Possession

1. The Consultant confirms 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-Industrial Park Management shall in no way be responsible for any costs or expenses which may be incurred on account of failure of the Consultant to make an accurate examination of present and / or assessment of future factors that may affect the cost of execution.

2. Tapping of equipment and other related work shall be properly coordinated with PNOC-Industrial Park Management.
3. The PNOC Industrial Park Management shall designate a specific area to be used by the Consultant as temporary facilities or storage area in connection with the project.

## **VII. DEFINITION OF SIMILAR PROJECTS**

1. The project that involves Assessment of Fire Water system.

## **VIII. APPROVED BUDGET COST (ABC)**

1. ABC = Php 600,000.00
2. APP NO. -

## **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 the proposal/quotation submitted 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 portable document (PDF) format via email address [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)

File format should be:

RFQREFERENCENO\_NAME OF THE COMPANY\_.pdf  
*Example: RFQ202401001\_XYZCompany\_.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 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 as requested.
5. 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.
6. 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.