



**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 : **11 June 2025**  
Project Title : **Servicing of Generator Set**  
Reference No. : **2025-06-134**  
Total ABC : **Php839,000.00**  
Submission Deadline : **24 June 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
- Certificate of Registration (DTI/SEC/BIR)
- Curriculum Vitae (CV) of qualified personnel including supervisor and safety officer.
- Proof of completion of similar projects – Notice of Award (NOA), Notice to Proceed (NTP) and/or Purchase Order (POs)
- Bill of Quantities (BOQ)

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

### Servicing of Generator Set (Genset #1,4 and 5)

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT OF BID (P)
1	LOT	<b>SERVICING OF GENSET #1,4 AND 5</b>			
		Breakdown of Cost:			
		Servicing of Genset (PMS of Genset 1)	1		
		Servicing of Genset (PMS of Genset 4)	1		
		Servicing of Genset (PMS of Genset 5)	1		
		<b>Note: Please refer to attached terms of reference.</b>			
<b>Total amount of ABC: Php839,000.00</b>					
Total amount of Bid: Php					
Delivery Schedule:		Within Thirty (30) Calendar Days upon 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  
 Brgy. Batangas Dos, Mariveles Bataan

### TERMS OF REFERENCE (TOR)

- Project** : Servicing of Generator Set (Genset 1, 4 and 5)
- Project Location** : PNOC Industrial Park, Brgy. Batangas Dos, Mariveles Bataan
- Justification** :
- Prevents Downtime: Regular servicing helps detect and fix issues early, reducing the risk of unexpected breakdowns and ensuring continuous operation.
  - Improves Efficiency: Scheduled maintenance optimizes the genset's performance, enhancing fuel efficiency and reducing operational costs.
  - Extends Equipment Lifespan: Consistent servicing prevents major damage, helping to increase the generator's longevity and overall reliability.
  - Preventing Further Damage: Ignoring these problems could lead to more significant and costly damage to the generator sets over time. Addressing them now is a proactive measure to protect the equipment investment.



---

## **I. SCOPE OF WORK**

The Contractor shall provide all necessary labor, tools, materials, testing instruments, and equipment, along with supervision and technical expertise, to execute and complete the supply, installation (if required), testing, and commissioning of generator sets, or the preventive maintenance, repair, and replacement of parts for existing generator sets. The Contractor will undertake the following tasks:

### **A. Mobilization**

#### **Mobilization Activities:**

- a) Transport personnel, materials, tools, and equipment to the designated project site(s).
- b) Prepare and secure all required documents, permits, and licenses before commencing any work.

#### **Construction Safety and Health Program:**

- a) Develop, submit for approval, and implement a comprehensive Safety and Health Program in strict compliance with Republic Act No. 11058, Department of Labor and Employment (DOLE) Department Order No. 198-18, and all other relevant regulations.

#### **Safety Measures:**

- a) Conduct thorough safety orientations for all personnel prior to the commencement of any work activities.
- b) Provide appropriate Personal Protective Equipment (PPE) to all workers and ensure its proper use.
- c) Install necessary safety signage and barriers at the work site(s) to clearly demarcate hazards and ensure safe movement.
- d) Assign a dedicated and qualified Safety Officer to continuously monitor adherence to established safety protocols and address any potential hazards.

#### **Kickoff Meeting:**

- a) Attend a scheduled kickoff meeting with the Client's designated representatives to discuss in detail the project scope, timelines, specific requirements, and safety expectations.
- b) Present the proposed construction methodology (if applicable), detailed work schedule, and the comprehensive Safety and Health Program for review and approval.

### **B. Preventive Maintenance Works, Testing, and Commissioning.**

#### **Preventive Maintenance Service (PMS) for Three (3) Generator Sets: (Genset 1 & 4 at R1 Area, Genset 5 at T400 Area)**

- a) Check, Clean and Replace Consumable Parts as needed:
  - i. Engine Oil
  - ii. Oil Filters

- iii. Fuel Filters
- iv. Air Filters
- v. Coolant
- vi. Batteries and Charger (replace only if deemed necessary based on assessment)
- vii. Belts and Hoses
- viii. Grease and Lubricants
- ix. Fuel (Diesel) - check for the presence of water contamination.

*Note: All consumable parts must be inspected during the site visit. Replacement shall be with the same or equivalent unit/item. Following the site inspection, the Philippine National Oil Company (PNOC) will provide a certificate detailing the required items for the Preventive Maintenance Service (PMS) works.*

- b) Thoroughly clean the Radiator using pressurized water to remove dust and debris.
- c) Inspect and adjust the tension of the fan belt; make necessary adjustments to ensure optimal performance.
- d) Measure engine valve clearance and perform adjustments as required according to manufacturer specifications.
- e) Reset and configure the generator set controller to ensure accurate operation and parameter monitoring.
- f) Verify the tightening torque of all critical engine bolts and nuts to prevent loosening due to vibration.
- g) Assess the current status of the battery, including voltage and terminal condition, and provide a clear recommendation for maintenance or replacement.
- h) Thoroughly check and record critical operating parameters for each generator set during idle and loaded conditions.
- i) Ensure the proper and secure mounting, level, alignment, and correct electrical connections of all generator set components and associated wirings.

#### **Providing Assessment and Repair for Generator Set No. 1 and 5:**

1. Generator Set # 1: Diagnose and rectify the identified vibration issue. This includes identifying the source of the vibration and implementing appropriate repair or replacement measures.
  - Calibration of Injection Pump and Fuel Injectors:
    - a. Replacement of overhauling gasket and seals
    - b. Inspection of plunger and barrels.
    - c. Calibration of injector nozzle.
    - d. Replacement of fan belt.
2. Generator Set # 5: Diagnose and rectify the abnormal sound issue and the high-temperature alarm that occurs during operation with load. This includes identifying the root cause and performing necessary repairs or part replacements.
  - Reconditioning of Engine Cooling System:
    - a. Replacement of thermos-valve unit.
    - b. Replacement of radiator fan belt.
    - c. Overhauling of cooling water pump and replacement of parts.



- d. Replacement of radiator fan.
- e. Replacement of all required fan pulley and bearing.

### **Testing and Commissioning:**

1. Conduct comprehensive pre-commissioning tests, including both no-load and with-load testing, to verify the functionality of the generator sets after maintenance or repair.
2. Specifically check and confirm that vibration levels are within normal operating conditions for all generator sets.
3. Perform detailed operational tests to ensure all generator sets operate within specified performance parameters, including but not limited to:
  - a) Start-Up Test: Verify smooth and reliable starting of the generator set.
  - b) Load Test: Gradually apply and sustain specified loads to assess performance under operational conditions.
  - c) Oil Pressure and Coolant Temperature Check: Monitor and record these critical parameters to ensure they remain within acceptable ranges.
  - d) Exhaust Emissions Check: (If applicable and equipment is available) Verify that exhaust emissions comply with relevant environmental standards.
  - e) Battery Voltage Check: Assess battery voltage stability during operation.
  - f) Fuel System Check: Inspect for leaks and ensure proper fuel flow.
  - g) Safety Shutdown Test: Verify the proper functioning of all safety shutdown mechanisms in response to simulated fault conditions.
  - h) Voltage Regulation Check: Ensure the generator maintains stable output voltage under varying loads.
  - i) Noise and Vibration Check: Evaluate noise and vibration levels during operation.
  - j) Control Panel and Alarm Check: Verify the functionality of all indicators, controls, and alarm systems on the control panel.

*Note: Analyze all recorded parameters to determine if they are within the manufacturer's standard or allowable operating levels.*

### **C. Demobilization**

#### **Housekeeping:**

- a) Thoroughly clean the work site(s) and restore them to their original condition, ensuring they are free of any debris or waste generated during the project.
- b) Remove all equipment, tools, materials, and any temporary structures brought to the project site by the contractor. All generated consumable materials will be managed as waste materials by the proponent in accordance with applicable regulations of the Park Management Department and relevant local and national environmental laws.

#### **Final Reporting:**

- a) Submit a comprehensive final project report detailing all work performed, including specific actions taken for each generator set. This report shall include:
  - i. Detailed test results for all pre-commissioning and operational tests, clearly indicating measured parameters and their comparison to standard levels.
  - ii. Warranty documentation for any replacement parts utilized during the project.
- b) Submit individual reports for each generator set, outlining the maintenance performed, repairs undertaken (if any), test results, and any observations or recommendations.
- c) Provide a separate recommendation for the scope and frequency of the next Preventive Maintenance Service for each generator set, along with a preliminary proposal/quotation outlining the estimated budgetary requirements for these future services.

## II. LABOR REQUIREMENTS:

1. The contractor must have a minimum of two (2) years of experience in the servicing of generator set or preventive maintenance/ repair/ replacement of all parts of generator set. The contractor shall provide supporting documentation, such as Notices to Proceed (NTPs), Purchase Orders (POs), and similar proof of completed projects, to validate their experience.
2. The contractor shall provide qualified personnel, including a site engineer/supervisor and a safety officer, to oversee the project.
3. The Site Engineer/ Supervisor/ Foreman, and the Safety Officer must be at the project site whenever work is being performed.

## III. 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.	Safety Requirements and Health Program	1	lot		
	<b>SUBTOTAL:</b>				
<b>2</b>	<b>Servicing of Generator set</b>				
	PMS of Genset 1	1	lot		
	PMS of Genset 4 (Mobile)	1	lot		
	PMS of Genset 5	1	lot		



<b>3</b>	<b>Assessment and Repair of Generator Set No. 1</b>				
	Calibration of Injection Pump and Fuel Injectors: <ul style="list-style-type: none"> <li>▪ Replacement of overhauling gasket and seals</li> <li>▪ Inspection of plunger and barrels.</li> <li>▪ Calibration of injector nozzle.</li> <li>▪ Replacement of fan belt.</li> </ul>	1	lot		
<b>4</b>	<b>Assessment and Repair of Generator Set No. 5</b>				
	Reconditioning of Engine Cooling System: <ul style="list-style-type: none"> <li>▪ Replacement of thermos-valve unit.</li> <li>▪ Replacement of radiator fan belt.</li> <li>▪ Overhauling of cooling water pump and replacement of parts.</li> <li>▪ Replacement of radiator fan.</li> <li>▪ Replacement of all required fan pulley and bearing.</li> </ul>	1	lot		
	<b>SUBTOTAL:</b>				
<b>5</b>	<b>Markup</b>				
	<b>SUBTOTAL:</b>				
<b>6</b>	<b>Total Project Cost</b>				
	<b>SUBTOTAL</b>				
<b>7</b>	<b>Value Added Tax (VAT)</b>				
	<b>SUBTOTAL:</b>				
<b>8</b>	<b>TOTAL PROJECT COST (Inclusive of VAT and all other taxes)</b>				

#### IV. 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. Work Schedule and S-Curve; and
  - c. 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 two (2) to three (3) days after receiving the NTP 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 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.
13. 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.
14. 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.
15. The Contractor shall submit to PIP representative Daily Accomplishment Report for construction monitoring purposes.



16. 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.
17. 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 are allowed for storing materials needed for the project however, stay-in personnel within PNOC premises are not allowed.
2. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative to ensure the provision of electrical power sources for the equipment to be used. The contractor shall coordinate with the PNOC representative before and after every work activity to avoid disruptions to on-going operations.

### **V. PROJECT DURATION**

The work shall be completed within thirty (30) calendar days, commencing from the date of receipt of the Notice to Proceed. Standard work hours are from 8:00 AM to 5:00 PM on weekdays only, unless alternative arrangements for weekends and holidays are mutually agreed upon.

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

### **VI. WARRANTY PROVISIONS**

The contractor shall provide a warranty of one (1) year for the servicing of generator set and its workmanship, reckoned from the date of final turnover and acceptance.

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

Projects that involve the servicing of generator set or preventive maintenance/ repair/ replacement of all parts of generator set based on the machine/ equipment standards.

**VIII. ABC = Php 839,000.00**  
**APP NO.: 25MO-08D**

### **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.