



**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 : **13 August 2025**  
Project Title : **Reconditioning of Two (2) Units Booster Pump**  
Reference No. : **2025-08-161**  
Total ABC : **PhP 505,600.00**  
Submission Deadline : **26 August 2025 / 09:00 AM**  
Place of Delivery : **PNOC-Industrial Park, 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
- Bill of Quantities (BOQ)
- Curriculum Vitae (CV) of mechanical technicians/servicing personnel having at least 3 years experience in pump repair
- List of similar completed projects related to pump repair and/or maintenance.

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

### Reconditioning of Two (2) Units Booster Pump

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	lot	RECONDITIONING OF TWO (2) UNITS BOOSTER PUMP  (Please refer to attached Scope of Works)	2		
Total amount of ABC: PhP 505,600.00					
Total amount of Bid (VAT inclusive):					
Delivery Schedule:		Thirty (30) Calendar Days upon receipt of Notice to Proceed (NTP)			
Delivery Place:		PNOC – Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan			
Awarding:		Per lot awarding			
Pricing:		Quoted price should be VAT inclusive			

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

#### TERMS OF REFERENCE (TOR)

**Project:** Reconditioning of 2 units Booster Pumps  
**Project Location:** PNOC Industrial Park Batangas Dos, Mariveles, Bataan  
**Justification:** To ensure a reliable water supply for the PIP Locator, the booster pump will be reconditioned to maintain the equipment in optimum and reliable operating condition.

#### I. SCOPE OF WORK

The contractor shall provide the necessary labor, tools, materials, equipment, manpower and technical expertise to execute and complete the project.

1. Mobilization.
2. Refurbish pump's casing
3. Supply delivery and installation of pressure gauges, faucets, bolts and nuts.
4. Recondition of pump's shaft.
5. Recondition of Impeller.
6. Recondition of bearing housing.

7. Replace wearing rings, shaft sleeves and lantern rings.
8. Replace consumables parts such as bearings, packing glands, oil seals, vegetable gaskets and flexible rubber spider.
9. Refurbish the pumps' base frame.
10. Demobilization.

## **II. LABOR REQUIREMENTS**

1. Project Supervisor who will act as the Safety Officer.
2. Mechanical technician at least 3-year experience in pump's repair
3. Manual labor

## **III. MATERIAL REQUIREMENTS**

1. Pumps and base frame shall be painted with primer coating and dark green epoxy enamel paint.
2. Two pieces analog pressure gauge shall be 2 inches 0-20 bar range
3. 1 piece of brass faucet (refer to existing)
4. Front and rear shaft sleeve made of bronze (refer to existing)
5. Front and rear wearing ring shall be made of bronze (refer to existing)
6. Lantern ring shall be made of engineering plastic (refer to existing)
7. Bolts and nuts shall be made of galvanized steel or any material which has good corrosion resistance.
8. Other accessories/ materials may refer to existing (or may be needed to complete the project).

## **IV. BILL OF QUANTITIES**

The contractor may refer to the table below but not limited for the preparation of the Bill of Quantities.

Item No.	Description	Qty	Unit	Unit Cost	No. of Days	Total Cost
<b>I.</b>	<b>Mobilization / Demobilization</b>	1	lot			
<b>II.</b>	<b>Materials and Consumables</b>					
	Wear ring	4	pcs			
	Shaft sleeve	4	pcs			
	Packing gland	4	mtrs			
	Lantern Ring	4	sets			
	Oil seal	4	pcs			
	Bearing 6206	2	pcs			
	Bearing 5206	2	pcs			



	RTV Silicone Gasket Maker	85	grams			
	Vegetable Gasket	4	sq.ft			
	Painting consumables (epoxy	2	sets			
	enamel paint, primer paint, steel brush, roller paint brush, paint tray and etc.					
	Pressure gauges	4	pcs			
	Faucet	2	pc			
	Penetrating oil	1	can			
	Rags	1	kg			
	Degreaser	1	gal			
	Bolts and Nuts	2	sets			
<b>III.</b>	<b>Manpower</b>					
	Safety Officer/Supervisor	1	unit			
	Mechanical Technician	1	unit			
	Manual Laborer	2	unit			
<b>IV.</b>	<b>Equipment Rental</b>					
	Chipping gun	1	unit			
	Tools (wrenches, dial gauge, bearing puller and etc.)	1	set			
	Machining tools and equipment	1	set			
	Disposal of waste	1	lot			
<b>V</b>	<b>Mark up</b>					
<b>VI</b>	<b>Total Direct Project Cost</b>					
<b>VII</b>	<b>Value Added Tax (12%)</b>					
<b>VIII</b>	<b>Total Project Cost (Inclusive of all taxes)</b>					



## **V. PROJECT EXECUTION REQUIREMENTS**

1. Kick-off meeting.
2. Health Safety Security and Environment (HSSE) orientation.
3. Work permit application
4. Mobilization of manpower, materials, consumables, tools and equipment.
5. Reconditioning of 2 units booster pumps
6. Demobilization of manpower, materials, consumables, tools and equipment.

## **VI. ADDITIONAL REQUIREMENTS**

### **A. General Conditions.**

1. The Contractor is required to inspect and examine the site and the proposed project's surroundings to estimate the labor, materials, and equipment necessary to carry out the work.
2. The Contractor is required to secure the required Surety, Performance and Guarantee Bonds prior to the commencement of work.
3. The Contractor shall secure all necessary permits before starting the activity.
4. The Contractor shall attend a scheduled kickoff meeting before the start of the project.
5. The Contractor 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.
6. The Contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
7. The Contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur during the execution of the project.
8. The Contractor shall hold PNOC and its personnel free from any 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 expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
9. The cost of any rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the Contractor.
10. 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.
11. The work shall be executed in the best and most 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 by 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 by the schedule and with the terms and conditions of the contract documents.
13. The Contractor shall report to the PIP representative the daily accomplishment for monitoring of the project.
14. Contractor shall be liable for all fire and accident claims, and other related claims arising from injuries and damages, which may occur during the execution of the project.
15. Should the Contractor fail 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.

#### **B. Site Possession**

1. The Contractor shall inspect the site where the work will be performed and be 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.
2. The Park Management Department shall designate a specific area to be used by the Contractor as a temporary facilities/storage area/administration area in connection with the project. PNOC shall not be liable for any lost or damages of materials/equipment stored in the temporary facilities.
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 to any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
4. All works shall be properly coordinated with Park Management Department.
5. The Contractor shall be liable for all kind of waste generated after completing the project.

### **VII. PROJECT DURATION**

1. Work should be completed within Thirty (30) Calendar days, reckoned from the date of receipt of the Notice to Proceed.
2. Work shall start from 8:00 AM – 5:00 PM including holidays and weekends.

NOTE: Delays due to work stoppage ordered by the Park Management Department shall not be counted against the set completion date.



## VIII. WARRANTY PROVISIONS

The reconditioned Booster Pumps shall be free from defects in materials and workmanship for a period of one (1) year from the date of completion. Any defective item identified within this period shall be repaired or replaced at no cost to PNOC.

## IX. APPROVED BUDGET COST

APP:25MO-08D

Budget Cost: PhP 505,600.00

## 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.