



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 : **8 September 2025**
Project Title : **Pullout, Repair and Reinstallation of Submersible Pumps and Motors**
Reference No. : **2025-09-166**
Total ABC : **PhP 451,903.60**
Submission Deadline : **18 September 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

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 Requirements:

- Certificate of Inspection
- Bill of Quantities (BOQ)
- List of similar completed projects related to pump repair and/or rehabilitation of submersible pumps and motors.

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

Pullout, Repair and Reinstallation of Submersible Pumps and Motors

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (P)
1	lot	PULLOUT, REPAIR AND REINSTALLATION OF SUBMERSIBLE PUMPS AND MOTORS (Please refer to attached Scope of Works)	1	
Total amount of ABC: PhP 451,903.60				
Total amount of Bid (VAT inclusive):				
Delivery Schedule:		The Contractor should commence the Pull-out Scope of Work and Installation/Reinstallation Scopes of Work within five (5) calendar days from the date the Notice to Proceed is sent by the Proponent. This commencement period begins on the date of sending, regardless of the Contractor's acknowledgement of the notice. The Repair Scope of Work, including the finalization and submission of the assessment and repair report, shall be completed within fifty (50) calendar days from the issuance of the Notice to Proceed. The Pullout Scope of Work shall be completed within fifteen (15) calendar days from the date PNOC issues the notice to execute this activity. Similarly, the Reinstallation Scope of Work shall be completed fifteen (15) calendar days from the date of issuance of notice to execute the activity.		
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 : Pullout, Repair, and Reinstallation of Submersible Pumps and Motors

Project Location : PNOC Industrial Park, Batangas II, Mariveles, Bataan

Justification : Repairing the backup submersible motor and pump is critical to ensure a continuous, reliable water supply, preventing costly downtime, production losses

I. SCOPE OF WORK

Pullout, Repair and Reinstallation of Submersible Pump and Motor

This outlines the comprehensive scope of work for the pullout, assessment, repair, and reinstallation of a submersible pump, motor, and associated components, including controllers, at PNOC Industrial Park. The contractor will provide all necessary labor, tools, materials, testing instruments, equipment, supervision, and technical expertise to complete these tasks.

The contractor shall undertake the following:

Pull-out Scope of Works:

1. Mobilization:

- Hauling of personnel, materials, tools, and accessories to the site.
- Transporting a boom truck or equivalent equipment for the pullout of the pump, motor, and riser pipes.
- Preparing all necessary documents and permits before starting the activity.

2. Equipment Setup:

- Setting up the boom truck or equivalent equipment at the deep well bore hole.

3. Pre-Pullout Testing:

- Conducting parameter testing on the motor, supply cable, and sensor conductor, including an insulation resistance test before pulling out the pump and motor.

4. Pullout of submersible pump and motor:

- Pulling out the submersible pump, motor, submersible cable, riser pipes, and wire for sensors.

Repair Scope of Works:

5. Submersible Pump and Motor Assessment:

- Conducting a thorough assessment of the submersible pump and motor.
- The contractor will evaluate the cause of the submersible pump and motor breakdown and submit an evaluation report together with the estimated cost of repair. A PNOC representative will witness the opening of the pump and motor.

6. Submersible Pump Repair:

- Repairing damaged/defective parts of the submersible pump, such as the impeller, and replacing bearings, pump shafting, spring for the valve cap, o-rings, and other related parts.
- **Opening, inspection, and cleaning of the pump unit.**
 - Replacement of seals and gaskets.
 - Run-out alignment checks for the shaft.

- Replacement of sleeve set screws.
- Replacement of vertical lift check valve

7. Motor Repair:

- Repairing damaged/defective parts of the motor.
- Repair of Motor Rotor Shaft - SPLINE:
 - Evaluation of the damaged shaft.
 - Machining of the shaft, in-way of repair.
 - Machining to required dimension in preparation for joint repair.
 - Plug & welding of joint.
 - Machining of weld joint & finish to required dimension.
 - Tooth cutting for shaft spline.
 - Conduct Rotor Shaft straightness before repair.
- Supply and installation of overhauling gaskets and seals for the motor.
- Conduct Insulation resistance test for the motor.

8. Component Replacement:

- Replacing lead wires, mechanical seals, thrust bearings, diaphragms, and machine thrust plates.

9. Assembly and Clearance Restoration:

- Assembling and restoring components to correct clearances.
- Repair of Coupling for Pump & Motor:
 - Repair of internal spline (re-machine in-way for new rotor shaft spline).
 - Check straightness & roundness.
- Checking of Motor to Pump centering dowel (mating flange surface)
 - Check for flatness & roundness.

Installation/Reinstallation Scope of Works:

10. Bore Hole CCTV Survey:

- Conducting a downhole CCTV survey camera logging to determine the current status of the well casing, static water level, and total depth of the well. This includes providing one (1) copy of the well data report and one (1) copy of the video CCTV logging on a flash drive.

11. Well Casing Damage Check:

- Perform a CCTV inspection of the borehole to assess any damage to the well casing.
- If damage is found, submit a damage assessment and a Bill of Quantities (BOQ) specifying the materials needed for re-sleeving, along with a detailed scope of work for the repair and installation.

12. Well Rehabilitation:

- Performing well rehabilitation using mechanical wire brushing and bailing to remove silts, clay, and other encrustations from screen slots and the well bottom, with a maximum duration of eight (8) hours.

13. Chemical Treatment:

- Applying chemical treatment using sodium hexametaphosphate to loosen suspended particles at the casing perforation and walls. The chemical will be left in the well for a minimum of twelve (12) hours to allow it to react.

14. Well Disinfection:

- Disinfecting the well by applying two (2) kg of chlorine/sodium hypochlorite solution.

15. Supply of Wires and Electrodes:

- Supplying THWN/THW (moisture resistant thermoplastic/moisture and heat resistant thermoplastic) wire and electrodes.

16. Supply of Power Cable Splice Kit:

- Supplying a Power Cable Splice Kit with the following specifications:
 - 1-Set of mold body, pouring spouts, electrical tape, and two-part electrical epoxy insulating and encapsulating resin.
 - For making inline (straight) splices on unshielded, synthetic insulated cables rated up to a maximum of 5kV and for multiple conductor cables rated up to a maximum of 1kV.¹
 - UL listed for direct burial and submerged applications up to 600 volts and² 90 deg. Celsius.
 - Designed for use in weather-exposed or direct-burial locations.

17. Installation/Reinstallation:

- Installing the PNOC spare unit or reinstalling the pulled-out submersible pump, motor, submersible cable (including splicing), and riser pipes, along with THWN/THW with electrodes, to their original setting. This includes providing necessary support to secure the installation and final positioning in the well casing.

18. Testing and Commissioning:

- Conducting testing and commissioning, to be witnessed by a PNOC representative. This includes collecting data on pump and motor performance such as insulation resistance test, motor current, voltage reading, pump output and pressure, and other related tests.

19. Report Submission:

- Submit the following report 5 days after completion of Repair or Installation/Reinstallation Scope of Works:
 - Insulation resistance test
 - Resistance of Windings
 - No-Load Test (motor current, voltage reading)
 - Full-load test (motor current, voltage reading)
 - Flowrate and pressure
 - Video footage of well casing
 - Well Casing and Well Data Report

20. **Demobilization:**

- Performing demobilization activities, including thorough housekeeping at the project area and complete removal of all used equipment.
- Restoring the area, including any necessary civil, mechanical, and electrical works, if the area was altered due to the activity.

II. **Payment Terms**

Payments for the services rendered under this Scope of Work shall be structured per activity, recognizing that certain phases may not be executed immediately.

- **Separate Payments:** Payments for the **Pullout (Tasks 1-4), Repair (Tasks 5-9), and Installation/Reinstallation (Tasks 10-17)** activities will be processed separately upon their respective completion and acceptance by PNOC.
- **PNOC's Advice to Proceed:** The separate execution of the Pullout, Repair, and Installation/Reinstallation activities will be contingent upon and proceed only after specific written advice or instruction from PNOC. The Contractor shall await such notification from PNOC before commencing each phase.

III. **LABOR REQUIREMENTS:**

1. The Contractor must be knowledgeable in repair of submersible pump and motor with minimum of two (2) years working experience.
2. The Contractor will be able to bring all necessary tools, materials, and equipment to perform the Scope of Works, especially during the testing and commissioning of the production well.
3. The Site Engineer/Supervisor/Foreman, and the Safety Officer must be at the project site whenever work is being performed.

IV. **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
1	General Requirements				
A.	Mobilization	1	lot		

B.	Demobilization	1	lot		
C.	Permit and Licenses	1	lot		
D.	Safety Requirements and Health Program	1	lot		
	SUB TOTAL:				
2.	Pullout of Submersible Pump and Motor	1	unit		
	Labor Cost	1	lot		
3.	Repair of Submersible Pump and Motor	1	unit		
4.	Reinstallation of Submersible Pump and Motor	1	unit		
	Labor Cost	1	lot		
	SUB TOTAL:				
5	Markup				
	SUB TOTAL:				
6	Total Project Cost				
	SUB TOTAL				
7	Value Added Tax (VAT)				
	SUB TOTAL:				
8	TOTAL PROJECT COST (Inclusive of VAT and all other taxes)				

V. 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. BOQ with Weighted Percentage
 - c. Manpower Histogram
 - d. Tools and Equipment Histogram
 - e. Work Schedule and S-Curve; and

f. 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
 - c. 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 on the agreed Start Date 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 cost of any and all rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the contractor.
13. 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.
14. 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.
15. 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.
16. The Contractor shall submit to PIP representative Daily Accomplishment Report for construction monitoring purposes.

17. 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.
18. 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 and stay-ins within PNOC premises are not allowed.
2. The Contractor shall provide a kilowatt-hour sub-meter for monitoring electrical consumption during project execution.
3. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative for the provision of electrical power sources for the equipment to be used.
4. The contractor shall be responsible for the first preventive maintenance while within the warranty period.

VI. PROJECT DURATION

- The Contractor should commence the Pull-out Scope of Work and Installation/Reinstallation scopes of work within five (5) calendar days from the date the Notice to Proceed (NTP) is sent by the Proponent. This commencement period begins on the date of sending, regardless of the Contractor's acknowledgement of the notice.
- The Repair Scope of Work, including the finalization and submission of the assessment and repair report, shall be completed within fifty (50) calendar days from the issuance of the Notice to Proceed.
- The Pullout Scope of Work shall be completed within fifteen (15) calendar days from the date PNOC issues the notice to execute this activity.
- Similarly, the Reinstallation Scope of Work shall be completed within fifteen (15) calendar days from the date PNOC issues the notice to execute the activity.

Work should start from 8:00 AM – 5:00 PM weekdays and weekends, including holidays.

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

VII. WARRANTY PROVISIONS

1. Warranty Period: The warranty period for the repaired submersible pump and motor will be **one (1) year**. This year begins on the date PNOC officially accepts the completed work and successful testing/commissioning. If the repaired unit is not installed immediately and is kept as a backup, the warranty will start when it is eventually installed and successfully commissioned. However, the

warranty will start not later than six (6) months after PNOC's written acceptance of the completed repair work, even if the unit remains in storage.

2. Scope of Warranty Coverage: This warranty specifically covers:

- **Workmanship:** Any defects arising from the improper execution of tasks, including but not limited to:
 - Improper pullout, assessment, repair, or reinstallation procedures.
 - Defective machining, welding, or assembly of the motor rotor shaft and coupling.
 - Incorrect alignment or clearances during assembly.
 - Faulty installation of gaskets, seals, wires, electrodes, and splice kits.
 - Any issues directly attributable to the contractor's labor during well rehabilitation, chemical treatment, or disinfection that lead to a recurrence of the original problem or new issues.
- **Materials and Parts:** Any defects in new parts supplied and installed by the Contractor, including but not limited to:
 - Impellers, bearings, pump shafting, springs, o-rings, lead wires, mechanical seals, thrust bearings, diaphragms, machine thrust plates.
 - Overhauling gaskets and seals for the motor.
 - Submersible wiring splice kits and power cable splice kits.
 - THWN/THW wires and electrodes.
 - Any re-sleeving materials used for well casing repair.
 - Reconditioned or rewound components (e.g., stator, motor).

3. Contractor's Obligations Under Warranty: During the warranty period, should any defect covered by this warranty arise, the Contractor shall, at no additional cost to PNOC:

- Promptly investigate the reported defect.
- Undertake all necessary repairs, replacements, or re-performance of services to rectify the defect.
- Supply all required labor, tools, materials, and equipment to execute the warranty work.
- Ensure that any repaired or replaced components meet or exceed the original specifications and performance requirements.
- Conduct re-testing and re-commissioning to ensure the satisfactory operation of the pump and motor system after warranty work is completed.

4. Exclusions from Warranty: This warranty does not cover defects or damages resulting from:

- Normal wear and tear of components.

- Misuse, negligence, improper operation, or lack of routine maintenance by PNOC or third parties not authorized by the Contractor.
- Acts of God, natural disasters, accidents, or force majeure events.
- Alterations, repairs, or modifications performed by personnel not authorized or approved by the Contractor.
- Damage caused by external factors such as power surges, inadequate power supply, or environmental conditions not foreseen or communicated at the time of the original work.
- Issues arising from pre-existing conditions of the well or associated infrastructure not explicitly addressed or identified as part of the initial scope of work (e.g., structural integrity of the well casing beyond the scope of CCTV survey and re-sleeving).

5. Notification of Claim: PNOC shall notify the Contractor in writing promptly upon discovery of any defect covered by this warranty, providing a detailed description of the issue. Additionally, PNOC shall notify the Contractor in writing when the repaired unit, previously held in storage, is ready for installation.

VIII. DEFINITION OF SIMILAR PROJECTS

Projects that involve repair and/or rehabilitation of submersible pumps and motors

IX. ABC = Php 451,903.60
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 71.1.4 of RA 12009.

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

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.