



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 : **03 September 2025**
Project Title : **Refilling of Ceiling Suspended HCFC 123 Fire Suppression System Cylinders at record room of PNOC Building 3 and Computer Building**
Reference No. : **2025-09-167**
Total ABC : **PhP 476,000.00**
Submission Deadline : **11 September 2025 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with belowlisted documentary requirements and information may be submitted via:

Electronic Mail **Portable Document Format (PDF) copy to email address: newprocurement@pnoc.com.ph**

or

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 (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)
- Price Quotation / Proposal and Compliance Form

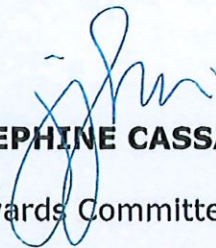
Additional Requirements:

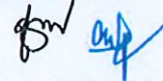
- Document Requirements for Key of Personnel (please refer to page 4):
 - a. Fire Suppression/Fire Protection Technician
 - Local Fire Code Compliance Certificate from Bureau of Fire Protection
 - b. Mechanical Engineer
 - Valid PRC License and Curriculum Vitae with experience in fire protection system
 - Or
 - c. Fire Protection Engineer (Any Engineer)
 - PRC License and Curriculum Vitae with relevant experience in fire protection system
- Proof of at least three (3) years of experience in handling and contracting fire protection projects (Contract Agreements, Purchase Orders, or any equivalent documents).
- Proof of at least two (2) completed fire suppression projects within the last three (3) years (Project Completion or Acceptance Certificates, or any equivalent documents).
- Certificate of Site Inspection

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 / ergenoso@pnoc.com.ph.

Thank you.


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



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Refilling of Ceiling Suspended HCFC 123 Fire Suppression System Cylinders at record room of PNOC Building 3 and Computer Building

| ITEM NO. | UM | TECHNICAL SPECIFICATION/S | QTY | UNIT PRICE | TOTAL AMOUNT (P) |
|----------------------|-----|--|-----|------------|------------------|
| 1 | lot | Refilling of Ceiling Suspended HCFC 123 Fire Suppression System Cylinders at record room of PNOC Building 3 and Computer Building <ul style="list-style-type: none">• 10 lbs – 77 units• 5 lbs – 44 units (Please refer to the terms of reference) | 1 | | |
| Total amount of ABC: | | Php476,000.00 | | | |
| Delivery Schedule: | | Ten (10) calendar days | | | |
| Project Location: | | PNOC-Main Office, BGC, Taguig City | | | |
| Awarding: | | Lot award | | | |

TERMS OF REFERENCE

Project: Refilling of Ceiling Suspended HCFC 123 Fire Suppression System Cylinders at record room of PNOC Building 3 and Computer Building.

Justification: To maintain the operational integrity and reliability of the fire suppression system within the record rooms.

SCOPE OF WORKS:

The scope of this project includes the dismantling, removal, on-site delivery, discharge, and refilling of HCFC-123 chemical, as well as the reinstallation of ceiling-suspended cylinder-type fire suppressant systems. The work shall also cover the provision of skilled fire suppression technicians equipped with all necessary tools and equipment required to complete the project efficiently and safely. The contractor must demonstrate proven expertise and proficiency in handling similar fire suppression systems to ensure full compliance with the standards and requirements of PNOC.

LABOR REQUIREMENT/S:

1. The contractor must provide skilled installers and qualified supervisory technical personnel for the execution of the project.

Key Personnel:

- **Fire Suppression System Technician / Fire Protection Technician:** Hands-on specialist trained and certified to handle, discharge, refill, and maintain clean agent fire suppression systems
- **Mechanical Engineer (specialized in fire protection systems)** oversees the mechanical aspects of system installation, discharge calculations, pressure testing, and mechanical integrity of cylinders.

Or

- **Fire Protection Engineer**

Designs, inspects, and ensures compliance with fire protection codes and standards. May also supervise complex system servicing and certify operational readiness.

| Requirements: | | |
|--|--|--|
| Fire Suppression / Fire Protection Technician | Mechanical Engineer (Specializing in Fire Protection System) | Fire Protection Engineer |
| Copy of Local Fire Code Compliance Certificate (e.g., from the Bureau of Fire Protection in the Philippines) | Copy of PRC License as Mechanical Engineer with experience in fire protection system | Proof of a License Engineer with relevant experience in fire protection system |
| | Curriculum Vitae (CV) | Curriculum Vitae (CV) |

2. The bidder must have a minimum of three (3) years of experience handling and contracting fire protection or fire suppression system projects (Submit Business Permit and SEC/DTI Registration, Contract Agreements or Purchase Orders).
3. The bidder must have successfully completed at least two (2) fire suppression projects within the last three (3) years (Submit Project Completion or Acceptance Certificates issued by previous clients, proving successful completion of similar works).

MATERIAL REQUIREMENTS:

1. The contractor shall provide, among others, the following primary materials as specified:
 - Supply of one (1) lot of HCFC-123 fire suppressant chemical for the refilling of 77 units of 10-lb and 44 units of 5-lb ceiling-suspended cylindrical fire suppression systems, including all necessary tools, equipment, and labor for the dismantling, refilling, and reinstallation of the aforementioned cylinders.
2. The refilled chemical must be identical to the discharged HCFC-123 previously contained in the cylinders.
3. The supplied fire suppressant chemical must be factory-manufactured and meet relevant safety and quality standards.
4. All re-delivered cylinders, tools, and equipment intended for the project shall be subject to inspection and acceptance by the PNOC Admin-GSD representative prior to the commencement of any work.

PROJECT EXECUTION REQUIREMENTS

1. Conduct a **visual inspection of the installation sites** designated for the refilled fire suppressant cylinders.
2. Perform the **dismantling and removal** of existing fire suppressant cylinders.
3. Ensure the **proper discharge and disposal** of expired or remaining chemical contents in compliance with safety and environmental regulations.

4. **Refill the emptied cylinders** with HCFC-123 fire suppressant chemical, ensuring compatibility with the previously used agent.
5. **Deliver the refilled cylinders** to the project site in a safe and secure manner.
6. **Reinstall the ceiling-suspended type fire suppressant cylinders** according to manufacturer specifications and applicable codes.
7. **Inspect all reinstalled cylinders**, ensuring correct alignment, proper mounting, and tightness of fittings and connections.
8. **Perform any necessary adjustments** to ensure optimal function and safety.
9. Ensure that **all works are completed to a high standard** and are visually acceptable upon inspection.
10. Conduct a **comprehensive final inspection** of the completed installation prior to official turnover.
 - Any deficiencies or unacceptable work identified must be **corrected or reworked at no additional cost to PNOC**.
11. **Clean and clear all work areas**, removing any waste materials, tools, and equipment.
12. **Demobilize all personnel, tools, and equipment** upon successful completion and acceptance of the project.

GENERAL PROVISIONS

1. A **joint inspection** shall be conducted by the Contractor and PNOC-Admin GSD representatives to assess and confirm the specific scope of work for the project.
2. The **Contractor is required to inspect and examine the site and its surroundings** to accurately estimate the labor, materials, equipment, facilities, and services necessary to complete the work.
3. The **Contractor shall secure the required Surety, Performance, and Guarantee Bonds** prior to the commencement of any work.
4. The **Contractor must conduct a proper planning and safety orientation meeting** for all personnel involved in the project before work begins.
5. The **Contractor shall coordinate all project-related activities** with the PNOC Admin-GSD representative for proper monitoring and seamless execution.
6. The **Contractor shall commence work on the agreed Start Date** and execute the project in accordance with the approved program of work. Any updates to the schedule must be approved by the PNOC Admin-GSD representative. The project must be completed by the agreed Completion Date as stated in the Terms of Reference (TOR).
7. The **Contractor shall be liable for all fire, accident, or related claims** arising from injuries or damages incurred in connection with the execution of the project.
8. The **Contractor shall hold PNOC and its personnel free from any and all liabilities** for injuries, damages to property, or legal actions caused by the Contractor's acts or omissions, including all related expenses incurred by PNOC-Admin GSD in defending such claims.
9. The **Contractor shall bear the cost of any rework and/or restoration of damaged property** resulting from poor workmanship or negligence.
10. The **Contractor must submit a complete list of personnel assigned to the project** prior to the commencement of work.
11. The **Contractor must comply with all standard health and safety regulations**, including but not limited to:
 - Use of personal protective equipment (PPE) by all workers
 - Installation of appropriate safety signage
 - Proper identification of personnel
 - Adherence to PNOC's safety and security policies and procedures

12. All work shall be carried out in a **professional, thorough, and workmanlike manner** throughout the duration of the project, to the satisfaction of PNOC-Admin GSD. PNOC-Admin GSD engineers and supervisors shall jointly interpret the scope of work and its conditions, and **reserve the right to reject any work, methods, or materials** not in full compliance with the specifications or deemed disadvantageous to PNOC.
13. The **Contractor shall review all issued documents** related to the project and verify all existing site conditions. **No claims will be entertained** for misunderstandings or misinterpretations of the specifications, materials, or required scope of work.
14. All work activities shall be **properly coordinated with the GSD** to ensure smooth project execution.

SITE POSSESSION

1. The **Contractor confirms that they have inspected the project site** and have fully informed themselves of the existing conditions that may affect the nature, scope, and cost of the required work. The **Contractor acknowledges that PNOC shall not be held responsible for any additional costs or expenses** incurred due to the Contractor's failure to conduct a thorough site assessment or to anticipate present and future factors that may influence project execution.
2. All **tapping of equipment and related electrical work** shall be properly coordinated with the **PNOC-Admin GSD designated representative**, particularly regarding the provision and use of electrical power sources and outlets.
3. The **PNOC Admin-GSD shall assign a specific area** within the site to be used by the Contractor for **temporary facilities, material storage, and administrative purposes** in connection with the execution of the project.

COMPLETION OF WORK

1. The project shall be **completed within Ten (10) calendar days**, starting from the date of receipt of the **Notice to Proceed**.
2. Work may be scheduled **from 7:00 AM onwards** each day to meet the required timeline.

Note:

Any delays resulting from work stoppages officially ordered by **PNOC-Admin GSD** shall **not be counted against the specified project completion period**.

WARRANTY PROVISIONS

1. All **equipment, materials, and workmanship** provided under this project shall be **warranted for a period of one (1) year** from the date of final acceptance by PNOC.
2. During the warranty period, and upon receipt of notification from PNOC, the **Contractor shall promptly repair, rectify, or replace** any deficiencies, defects, or failures in materials, workmanship, or performance **including the replacement of parts or the entire unit, at PNOC's sole discretion at no additional cost to PNOC**.

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 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 portable document format (PDF) 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 upon request.
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.