



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 : **08 September 2025**
Project Title : **Maintenance of 13.8kV Electrical System at
PNOC Industrial Park**
Reference No. : **2025-09-168**
Total ABC : **PhP 1,000,000.00**
Submission Deadline : **16 September 2025 / 09:00 AM**
Location : **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; or Portable Document Format (PDF) file copy to email
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
- Latest Income/Business Tax Return
- 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 and Compliance Form

Additional Requirements:


- Proof that the Contractor has at least two (2) years of experience in installation and maintenance of 13.8 kV distribution system (Cert. of Completion/Cert. of Satisfactory Completion/Cert. of Acceptance or any other equivalent document)
- Project Inspection Certificate
- Submit product data sheet/Brochure (for the supplied materials and equipment)
- Valid PCAB license under Specialty Electrical Works (SP-EE), with at least category D is required.
- Accomplished Bill of Quantities
- COSH/BOSH Certification of Safety Officer

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 / crgervacio@pnoc.com.ph.

Thank you.


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



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Maintenance of 13.8kV Electrical System at PNOC Industrial Park

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)
1	Lot	<p>➤ The contractor is required to provide all necessary labor, tools, materials, equipment, supervision, and technical expertise to execute and complete the project. The scope of services to be performed includes, but is not limited to the following:</p> <ol style="list-style-type: none"> 1. Replacement of Pin insulator - (57 unit) 2. Replacement of suspended insulator - (30 units) 3. Replacement of hot line clamp - (22 units) 4. Replacement of fuse cut-out assembly with fuse link (15kV, Type XS Fuse Cutout, 100 Amps, 15kV, 10,000 interrupting Capacity with bracket) - (22 units) 5. Replacement of lightning Arrester 10-12 kV MCOV Polymer 6. Retightening of cross arm - (28 unit) 7. Installation of grounding - (6 assy.) 8. Re-arrange/tightening of guywire - (1 lot) 9. Conduct ground fault testing on the system - (1 lot) 10. Assessment of 13.8kV electrical line and submission of complete assessment report - (28 pole) 11. Housekeeping and demobilization. <p><i>(Please see the Terms of Reference)</i></p>	
Total amount of ABC: PhP 1,000,000.00			
Contract Duration:		Work should be completed within twenty-five (25) calendar days reckoned from the date of receipt of the Notice to Proceed.	
Location:		PNOC Industrial Park, Batangas II, Mariveles, Bataan	
		Quoted price should be inclusive of VAT and all applicable taxes.	
		Awarding on per lot basis/one (1) lot.	

TERMS OF REFERENCE (TOR)

Project	:	Maintenance of 13.8kV electrical system (28 pole @ 2 nd road north)
Project Location	:	PNOC Industrial Park, Batangas II, Mariveles, Bataan
Justification	:	To secure that the existing electrical infrastructure is sufficient to provide services and eliminate the frequent tripping of sectionalizing fuse cut-out causes by unmaintained system.

I. SCOPE OF WORK

The contractor is required to provide all necessary labor, tools, materials, equipment, supervision, and technical expertise to execute and complete the project. The scope of services to be performed includes, but is not limited to the following:

1. Replacement of Pin insulator - (57 unit)
2. Replacement of suspended insulator - (30 units)
3. Replacement of hot line clamp - (22 units)
4. Replacement of fuse cut-out assembly with fuse link (15kV, Type XS Fuse Cutout, 100 Amps, 15kV, 10,000 interrupting Capacity with bracket) - (22 units)
5. Replacement of lightning Arrester 10-12 kV MCOV Polymer
6. Retightening of cross arm - (28 unit)
7. Installation of grounding - (6 assy.)
8. Re-arrange/tightening of guywire - (1 lot)
9. Conduct ground fault testing on the system - (1 lot)
10. Assessment of 13.8kV electrical line and submission of complete assessment report - (28 pole)
11. Housekeeping and demobilization.

II. LABOR REQUIREMENTS:

1. Contractor must have a minimum of two (2) years' experience in the installation and maintenance of 13.8 KV system.
2. Contractor must assign a Site Electrical Engineer to serve as Supervisor, and Safety officer who will directly coordinate with PNOC representative.

III. SUPPLIES MATERIALS REQUIREMENTS:

1. Pin insulator (13.8kV rated voltage) - 57 unit

2. Suspended insulator (13.8kV rated voltage) - 30 units
3. Hot line clamp - 22 units
4. Fuse cut-out assembly with fuse link (15kV, Type XS Fuse Cutout,100 Amps,15kV, 10,000 interrupting Capacity with bracket) - 22 units
5. Lightning Arrester 10-12 kV MCOV Polymer - 22 pcs
6. Bare copper wire (# 8 AWG) – 30 meters
7. Ground rod – 6 pcs
8. Consumables

IV. BILL OF QUANTITIES

The contractor may refer to the table below for the preparation of the Bill of Quantities.

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	General Requirements				
	Mobilization/Demobilization				
	Permits and Licenses				
	Safety Requirements				
				Subtotal	
2	Materials				
	Pin insulator (13.8kV rated voltage)	57	Pcs		
	Suspended insulator (13.8kV rated voltage)	30	units		
	Hot line clamp	22	pcs		
	Fuse cut-out assembly with fuse link (15kV, Type XS Fuse Cutout,100 Amps,15kV, 10,000 interrupting Capacity with bracket)	22	assy.		
	Lightning Arrester 10-12 kV MCOV Polymer	22	pcs		
	Bare copper wire (# 8 AWG)	30	meters		

	Ground rod	6	pcs		
	Consumables	1	lot		
				Subtotal	
3	Labor Cost				
				Subtotal	
4	Equipment cost				
				Subtotal	
5	Mark up				
				Subtotal	
6	Total Project Cost				
7	Value Added Tax				
8	TOTAL PROJECT COST (Inclusive of all taxes)				

V. PROJECT EXECUTION REQUIREMENTS:

1. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive at an estimate of the labor, materials, and equipment necessary to carry out the work.
3. The contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.

4. The contractor shall secure all necessary permits before starting the activity.
5. The contractor is required to submit the following after receiving Notice to Proceed:
 - i. Detailed work methodology
 - ii. Work schedule and S-Curve
 - iii. Testing Methodology; and
 - iv. Safety programFailure to secure approval of the foregoing items after 5 days from the receipt of Notice to Proceed will be subject to a penalty of 1/10 of 1% of the total project cost per day of delay.
6. The winning contractor shall attend a scheduled kickoff meeting before the start of the project.
7. The contractor shall comply with the following requirements prior to execution of works:
 - i. PNOC Industrial Park Work Permit System; and
 - ii. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer.Violating PNOC work permit process will be subject to a penalty of 1/10 of 1% of the total project cost.
8. Contractor must conduct proper planning and safety orientation meeting with all personnel involve in the work prior to commencement.
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 be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
12. 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.
13. 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.
14. 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.
15. 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.

16. 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.
17. The Contractor shall submit to PNOC representative Daily Accomplishment Report for construction monitoring purposes.
18. The Park operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PNOC representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
19. 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.

VI. Site Possession

1. The contractor shall confirm 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 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.
3. The Contractor shall coordinate with PNOC representative for the isolation and energizing of power supply.
4. The Contractor shall require to provide all necessary tools and equipment needed to complete the project.

VII. OTHER REQUIREMENTS

1. Bidders shall conduct actual site inspection (inspection certificate to be issued by project proponent).
2. Submit product data and brochure (for the supplied materials and equipment).
3. PCAB license under Specialty Electrical Works (SP-EE), with at least category D is required.

VIII. PROJECT DURATION

Work should be completed within twenty-five (25) calendar days reckoned from the date of receipt of the Notice to Proceed.

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.

IX. WARRANTY PROVISIONS

The warranty shall be One (1) year for supply materials and workmanship reckoned from the date of final turn-over and acceptance.

X. DEFINITION OF SIMILAR PROJECTS

A project that involves supply and installation and maintenance of 13.8 kV distribution system

XI. ABC = Php 1,000,000.00 (inclusive of all applicable taxes)

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.

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 portable document format (PDF) file 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 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.