



**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 : **18 September 2025**  
Project Title : **Replacement of Roof at PNOC Building 3**  
Reference No. : **2025-09-174**  
Total ABC : **PhP 1,550,000.00**  
Submission Deadline : **30 September 2025 / 09:00 AM**  
Place of Delivery : **PNOC Building VI, Energy Center, BGC, Taguig City**

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

**Electronic Mail:** PDF copy to email 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)
- PCAB License (Small B Category C or D)
- Price Quotation / Proposal and Compliance Form

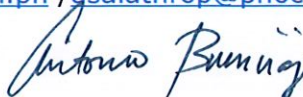
**Additional Requirements:**

- Certificate of Inspection
- Curriculum Vitae for Project Engineer, Safety Officer, and Foreman
- Bill of Quantities (BOQ)
- Certificate of Project Completion and Acceptance issued by the Client for at least one (1) completed similar project in roofing.

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) / [asalathrop@pnoc.com.ph](mailto:asalathrop@pnoc.com.ph).

Thank you.

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



## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### REPLACEMENT OF ROOF AT PNOC BUILDING 3

ITEM	UM	TECHNICAL SPECIFICATION/S	TOTAL AMOUNT (P)
1	LOT	<b>Replacement of Roof at PNOC Building 3</b> (Please refer to the attached Terms of Reference)	
Total ABC: <b>Php 1,550,000.00</b>			
Total amount of Bid (VAT inclusive):			
Delivery Schedule:		Work should be completed within <b>Thirty (30)</b> calendar days reckoned from the receipt of the Notice to Proceed (NTP).	
Delivery Place:		PNOC Building VI, Energy Center, BGC, Taguig City	
Awarding:		Per lot awarding/ one (1) lot	
Pricing:		Quoted price should be inclusive of VAT and 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 the Revised IRR 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 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 portable document format (PDF) 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 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.
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## TERMS OF REFERENCE

<b>Project:</b>	<b>Replacement of Roof at PNOC Building 3</b>
<b>Project Location:</b>	PNOC Building 3, Energy Center, Rizal Drive
<b>Justification:</b>	The project addresses critical deterioration in the building's roofing, which have led to water leaks and weather-related damages. The roof replacement will stop existing leaks and restore the integrity of the building. This project aligns with the organization's goals of safety, sustainability and long-term infrastructure resilience.

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### I. SCOPE OF WORK:

The Contractor shall provide all necessary labor, materials, tools, equipment and supervision of the following works:

#### A. General Requirements

- 1) Mobilization
  - a) Mobilization of materials, equipment, tools and personnel.
- 2) Construction Safety and Health
  - a) Proper hauling and storage of materials.
  - b) Personal Protective Equipment
  - c) Installation of safety device: harness, netting and safety signage
- 3) Erection of scaffoldings
- 4) Demobilization includes cleaning up of site, clearing, hauling and disposal of waste and construction debris.

#### B. Replacement of Roof at PNOC Building 3

- 1) Dismantling of existing roof, insulation and fixing hardware
- 2) Hauling of dismantled roofing materials, insulation and fixing hardware to the designated area
- 3) Supply and installation of new pre-painted RIB type roofing sheets with accessories:
  - a) Roofing Insulation
  - b) Flashing, ridge roll, screws and sealants
- 4) Conduct leak testing on the newly installed roof using pressurized water to detect any leaks or defects in the materials used and/or workmanship



### **C. Punch list, final testing, cleaning, clearing and turnover**

- 1) Correct all punch lists, defects, and/or needed replacement identified and observed.
- 2) Conduct final water testing for all areas of the newly installed roof and insulation.
- 3) Clean and clear the area, haul and disposal of debris properly before the turnover.
- 4) Demobilize and turnover the entire project for acceptance of PNOC Admin-GSD representative.

## **II. LABOR REQUIREMENTS:**

Contractor must be knowledgeable in general construction. The minimum key personnel and work experience requirements are the following:

<b>Key Personnel</b>	<b>Relevant Experience</b>
One (1) Project Engineer	Minimum 2 years of experience as a Project Engineer in general construction.
One (1) Safety Officer	Minimum 2 years of experience as a Safety Officer in general construction.
One (1) Foreman	Minimum of 2 years of experience as a Foreman in general construction.

The contractor's Project Engineer, Safety Officer, and Foreman must always be present on site whenever work is being performed.

## **III. MATERIAL REQUIREMENTS:**

### **1. RIB Type Roof Panel**

Thickness : 0.60 mm  
Length : Up to transportable length  
Color : Beige (same as roof color of Building 4A & 4B)

### **2. Roof Insulation**

PE Foam Insulation  
10mm thk. Double sided Insulation

## **IV. BILL OF QUANTITIES**

*See attached Bill of Quantities (BOQ) Form and Detailed Unit Price Analysis (DUPA).  
(See Annex B).*

## **V. PROJECT EXECUTION REQUIREMENTS**

### **A. Methodology Requirements**

1. Submission of Gantt chart for determination of activities and timelines.
2. Mobilization
  - a. The Contractor shall validate and check conditions on-site which may have an effect on the work and shall immediately notify PNOC before commencing works.
  - b. The Contractor shall provide safety signage and Personal Protective Equipment (PPE) for the personnel that are visible at the jobsite.
  - c. All temporary services and facilities to be installed by the Contractor shall be removed by the Contractor upon completion of this Contract. The Contractor shall



restore damaged, and/or altered areas caused by such removal and during project implementation.

3. The Contractor shall submit all the approved materials and project completion report with completed signatories.
4. Hauling of all debris outside the Energy Center.

#### **ADDITIONAL REQUIREMENTS:**

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

1. The Contractor shall conduct inspection and actual measurements of all areas as specified by the scope of work prior to submission of proposal in order to arrive at an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work. No inspection shall be ground for disqualification of bid.
2. The Contractor shall commence the work upon receipt of Notice to Proceed (NTP) and shall carry out the work in accordance with the program of work submitted by the Contractor, as updated, with the approval of the PNOC Admin-GSD representative and complete the project by the completion date as indicated on the TOR.
3. The Contractor shall request a pre-construction coordination meeting before mobilization.
4. The Contractor must comply with all standard health and safety requirements to include, among others, the use of Personal Protective Equipment (PPE) by all workers, installation of safety signages, proper wearing of ID and observe company rules and regulations on safety and security.
5. The work shall be executed in the best and thorough manner throughout the project timeline and to the satisfaction of PNOC-Admin GSD, 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 judgement are not in full accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
6. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works completed for the project.
7. The Contractor is required to submit the following items subject for approval of PNOC prior to commence of the Work:
  - a. Construction Methodology
  - b. Product data sheet/ material specifications
  - c. BOQ with Weighted Percentage
  - d. Manpower List
  - e. Tools and Equipment List
  - f. Work Schedule and S-Curve; and
  - g. Safety Program
8. The Contractor shall secure PNOC Work Permit System prior to execution of works.
9. The Contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
10. The Contractor is required to coordinate all activities and work related to the project with the PNOC representative for proper monitoring.
11. The Contractor shall be solely 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 solely borne by the Contractor.
14. The Contractor shall submit to PNOC-Admin GSD representative Daily Accomplishment Report for construction monitoring purposes.



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.

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

1. The Contractor confirms 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. Tapping of equipment and other related work shall be properly coordinated with PNOC-Admin GSD designated representative for provision of electrical power source for outlets.
3. The GSD shall designate a specific area to be used by the Contractor as temporary facilities/storage area/ administration area in connection with the project.

#### **C. Contract interpretation**

The contract documents, specifications and drawings are mutually complimentary. In case of conflict, what is noted in one although not shown in another shall be considered contained in all. The specifications shall prevail over the drawings. The documents forming the contract shall be interpreted in the following order of priority:

1. Contract
2. Contractor's Quotation/ Proposal
3. Terms of Reference
4. Specifications
5. Drawings **(See Annex C)**
6. Bill of Quantities

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 for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done. All works shall be properly coordinated with PNOC- Admin GSD.

### **VI. PROJECT DURATION**

Work should be completed within **Thirty (30) calendar days** reckoned from the date of receipt of the Notice to Proceed.

Work Schedule: 7:00 AM onwards on weekdays, weekends and holidays.

*NOTE: Delays due to work stoppage (related to Contractor's noncompliance to Safety, Health, Security, and Environmental policies of PNOC-Admin GSD) ordered by PNOC-Admin GSD will still be counted to the original contract duration; i.e. no suspension of time shall be granted to the Contractor.*

### **VII. PERFORMANCE SECURITY**

Within ten (10) calendar days from receipt of the Notice of Award (NOA) from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 68 of the IRR of RA 12009.

The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any

subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials, and/or equipment for the performance of this Contract.

#### **VIII. WARRANTY PROVISIONS**

The warranty will cover one (1) year for workmanship, starting from the date of final turnover and acceptance. Any corrective work required will be performed at no additional cost to the Owner.

#### **IX. DEFINITION OF SIMILAR PROJECTS**

The Contractor must have completed at least one (1) project in roofing works.  
The Contractor must be a Small B Contractor with PCAB License in category C or D.



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or



the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

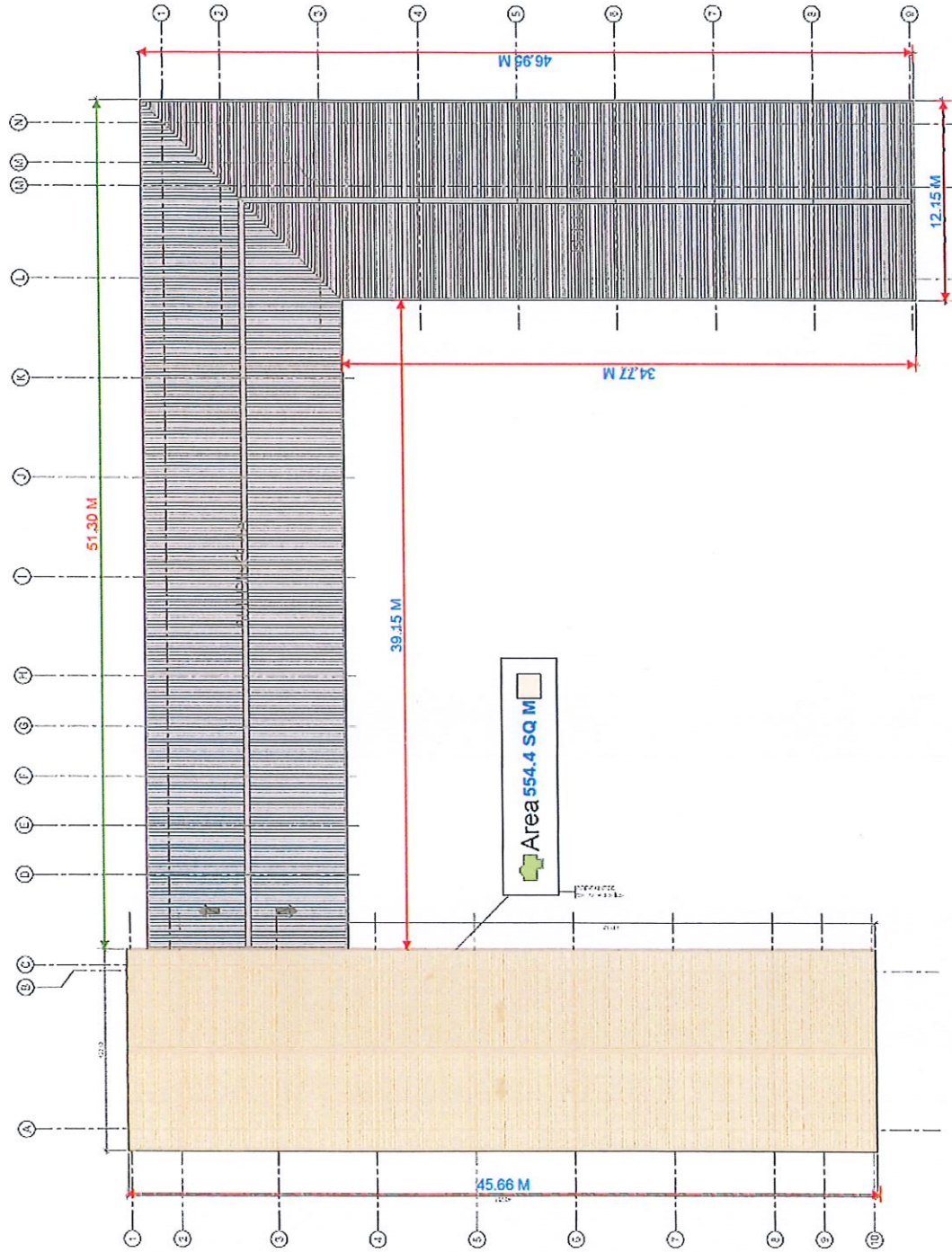
**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*





ANNEX C



<p>PHILIPPINE NATIONAL OIL COMPANY</p> <p>LEGENT ROAD, PORT COMPOUND, TAGAYtay CITY</p>	<p>PROJECT NO.</p> <p>SCALE</p> <p>SHEET NO.</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>	<p>DATE</p> <p>DATE</p> <p>DATE</p>
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