



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 : **07 October 2025**
Project Title : **Construction of 30m Shaded Walkway**
Reference No. : **2025-09-175**
Total ABC : **PhP 300,000.00**
Submission Deadline : **16 October 2025 / 09:00 AM**
Place of Delivery : **PNOC - Industrial Park at 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**
 address: newprocurement@pnoc.com.ph
or

Physical **Sealed envelope to PNOC Procurement**
Submission **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:

- Certificate of Site Inspection
- Curriculum Vitae of Key Personnel
- Bill of Quantities (BOQ)
- PCAB License (Category D)
- Proof of General and Relevant Experience in Construction Works
- Certificate of Project Completion and Acceptance for Similar Projects

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

Construction of 30m Shaded Walkway

ITEM NO.	UM	Scope of Work	TOTAL AMOUNT (P)
1	lot	<p>1. Mobilization</p> <p>Mobilization shall include transportation to the site, materials, equipment, employees and furnishings. Demobilization shall include dismantlement and removal from the site, materials and equipment and all temporary facilities. Demobilization includes restoration, clean-up of the site after completion of the contract work.</p> <p>2. Earthworks</p> <p>a. Excavation</p> <p>Trenches or foundation pits for structures or structure footings shall be excavated to the lines and grades or elevations shown on the approved plan or as staked by the Engineer.</p> <p>b. Concrete Works</p> <p>Concrete using Portland Cement with class A mixture at 3000 psi for footing and pedestal.</p> <p>Reinforcing steel - Shall conform to the requirements of ASTM standards for grade 40 and ensure that reinforcement is clean, of the correct dimensions, and properly placed in accordance with approved reinforcement drawing.</p> <p>3. Steel Works</p> <p>Galvanized iron pipe schedule 40 - shall conform to ASTM A 120 standards.</p> <p>Welding Electrodes - welding electrodes shall be E60xx series.</p> <p>Paints - used epoxy primer and steel epoxy paint color "Gray" as final coating.</p> <p>4. Roofing</p> <p>Used pre-painted sheet roof(color Blue).</p> <p>5. Housekeeping</p> <p>Continuous process of maintaining a clean, organized, and safe work environment to prevent hazards, improve efficiency, and ensure overall site safety.</p> <p>(Note: Please see Terms of Reference.)</p>	
Approved Budget of the Contract (ABC):		Php300,000.00	
Delivery Schedule:		Within 45 calendar days reckoned from the date of receipt of the Notice to Proceed.	

Project Location:	PNOC - Industrial Park at Brgy. Batangas Dos, Mariveles, Bataan
Awarding:	One (1) lot

TERMS OF REFERENCE (TOR)

Project : Construction of 30m length Shaded Walkway

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

Justification : To protect employees and visitors from direct sunlight and potential rain while waiting for their service vehicle, enhancing their overall experience at the PIP.

SPECIFIC SCOPE OF WORK:

1. MOBILIZATION

Mobilization shall include transportation to the site, materials, equipment, employees and furnishings. Demobilization shall include dismantlement and removal from the site, materials and equipment and all temporary facilities. Demobilization includes restoration, clean-up of the site after completion of the contract work.

2. EARTHWORKS

a. Excavation

Trenches or foundation pits for structures or structure footings shall be excavated to the lines and grades or elevations shown on the approved plan or as staked by the Engineer.

b. Concrete Works

Concrete using Portland Cement with class A mixture at 3000 psi for footing and pedestal. Reinforcing steel – Shall conform to the requirements of ASTM standards for grade 40 and ensure that reinforcement is clean, of the correct dimensions, and properly placed in accordance with approved reinforcement drawing.

3. STEEL WORKS

Galvanized iron pipe schedule 40 – shall conform to ASTM A 120 standards.

Welding Electrodes - welding electrodes shall be E60xx series.

Paints – used epoxy primer and steel epoxy paint color "Gray" as final coating.

4. ROOFING

Used pre-painted sheet roof(color Blue).

5. HOUSEKEEPING

Continuous process of maintaining a clean, organized, and safe work environment to prevent hazards, improve efficiency, and ensure overall site safety.

BILL OF QUANTITY:

Item 1: Material Cost for Construction of Shaded Walkway

	Description	Quantity	Unit	Unit Price	Amount
1	Bags of cement	14.00	bags		
2	Sand	1.00	cu.m		
3	Gravel	1.00	cu.m		
4	12mmØ rebar	12.00	pcs		
5	9mmØ rebar	8.00	pcs		
6	#18 GI Wire	10.00	kg		
7	1",2",3" CWN	3.00	kg		
8	1/1"thk. Phenolic wood	2.00	pcs		
9	2"x2" 10' Formed Lumber	4.00	pcs		
10	3"Ø GI Pipe sch. 40	5.00	pcs		
11	2"Ø GI Pipe sch. 40	10.00	pcs		
12	1"Ø GI Pipe sch. 40	3.00	pcs		
13	1 1/2" x 1 1/2" square tube 1.6-2.00mm thk galvanized	26.00	pcs		
14	Roof Screw	200.00	pcs		
15	Prepainted Flat roof Panel (Blue)	30.00	pcs		
16	Welding Rod	3.00	box		
17	4"Ø cutting disc	50.00	pcs		
18	4"Ø grinding disc	20.00	pcs		
19	Primer Paint	4.00	gal		
20	Final Paint	4.00	gal		
21	Anchor bolt 12mmØ x 30cm long with nuts and washer	44.00	pcs		
22	Galvanize Plate 8mm thk.	1.00	pcs		
				sub total	

Item 2: Labor Cost for Construction of Shaded Walkway

Description	Quantity	Contract	45%	Amount
Labor Cost 45% of the Materials	1.00	1 lot		
			Total Amount	

DURATION OF PROJECT:

Completion of projects shall be 45 calendar days from receipt of Notice to Proceed.

PROJECT LOCATION:

PNOC-Industrial Park at Brgy. Batangas Dos, Mariveles, Bataan

PROJECT PROPOSAL:

Construction of 30m length Shaded Walkway.

LABOR REQUIREMENTS:

1. Contractor must be knowledgeable in construction works.
2. The winning contractor shall directly designate a project engineer to supervise the work from start to end of the contract.

MATERIALS REQUIREMENTS:

1. Construction materials
2. Excavation tools
3. Concrete Mixer
4. Vehicle for hauling of materials

ADDITIONAL REQUIREMENTS:**A. General Conditions**

1. A joint inspection must be conducted by the Contractor and PNOC -Industrial Park on the specific works to be done for the project.
2. The Contractor is required to inspect and examine the site and surroundings of the proposed project to arrive at an estimate of the manpower, materials equipment, facilities, and services necessary to carry out the work.
3. The Contractor is required to secure the required surety, performance, and guarantee bonds before the commencement of work.
4. The Contractor must conduct proper training and safety orientation meetings for all personnel involved in the work before commencement.
5. The Contractor is required to coordinate all activities and work relative to the project with the PNOC Industrial Park for proper monitoring and coordination.
6. The Contractor shall commence work on the agreed Start Date and carry out the work following the program of work submitted by the Contractor, as updated, with the approval of the PNOC -Industrial Park and complete the project by the completion date as indicated in the Scope of Work.
7. The Contractor shall be liable for all fire and accident claims and other related claims arising from injuries and damages, which may occur concerning the execution of the project.

8. The Contractor shall hold to PNOC and its personnel free from all liabilities to persons or damages to property occurrence by any act or omission of the contractor including all expenses which may be incurred by PNOC and its personnel in the defence of any claim, juncture, or suit.
9. The cost of all rework and/or restoration of damaged properties due to Contractor's poor workmanship or negligence shall be on the account of the Contractor.
10. The minimum work experience requirements for key personnel are the following:

Key Personnel	General Experience	Relevant Experience
Project Engineer (Civil/ Structural)	A License Civil/ Structural Engineer with minimum of 2 years as Project Engineer	Minimum 2 years' experience in construction
Safety Officer	A Licence Safety Practitioner with minimum of 2 years as Safety Officer	Minimum 2 years' experience in construction
Foreman	Minimum 2 years' experience as Foreman	Minimum 1 year experience in construction
Labor Workers and Helpers (Carpentry/ Masonry/ Steel-man)	Minimum 1 years' experience as labor workers and helpers	Minimum 1 year experience in construction

11. The Contractor must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID, and observe company rules and regulations on safety and security.
12. The contractor's engineers and supervisors are responsible for leading the work and will jointly interpret the scope of work and its conditions throughout the project to ensure PNOC's satisfaction. PNOC reserves the right to reject any work, work method, or materials that do not fully comply with the specifications and description in the scope of work or are deemed harmful to the company.
13. The Contractor will be held responsible for all direct and consequential damages resulting from any failure to complete the work according to the schedule and the terms and conditions outlined in the contract documents.
14. All Generated Hazardous waste should be hauled by accredited waste disposal company or PNOC IP will dispose all generated hazardous waste with appropriate charging per kilogram

B. Site Custody

1. The Contractor acknowledges and confirms a thorough site inspection. They declare full awareness of all conditions that could influence the scope, character, and cost of the required work. PNOC disclaims any responsibility for costs or expenses arising from the Contractor's failure to accurately assess existing or anticipate future factors affecting execution costs.

2. Tapping of equipment and other related work shall be properly coordinated with PNOC designated representative for provision of electrical power source for outlets.
3. The Contractor shall be held liable for any and all damages, both direct and consequential, that arise from a failure to execute the work in strict adherence to the agreed-upon schedule and the terms and conditions stipulated in the contract documents.
4. Temporary facilities may be installed on-site, but no overnight stays are permitted.

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/ Construction Agreement
2. Letter of Acceptance
3. Contractor's Bid
4. Special Conditions of the Contract
5. Specifications
6. Drawings
7. Bill of Quantities
8. Gantt chart.
9. Any other documents listed in the Special Conditions of the Contracts as forming part of the Contract.
10. 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.
11. All works shall be properly coordinated with the PNOC -Industrial Park representative.

D. Payment condition

1. The Contractor request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, services performed, and by documents submitted upon fulfilment of other obligations stipulated in this Contract.
2. Payment shall be made promptly by the procuring Entity, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the Special Condition of Contract.
3. Unless otherwise provided in the Special Condition of Contract, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

COMPLETION OF WORK:

Work shall be completed within 45 calendar days reckoned from the date of receipt of the Notice to Proceed.

Work shall start from 8:00 AM to 6:00 PM on weekdays and weekends, including holidays.

Contractor shall submit completion report and as-built plan if necessary.

Note: PNOC shall count the delay of work due to unnecessary problems against the completion date set and shall apply liquidated damages for such delays.

WARRANTY PROVISIONS:

The contractor guarantees that all materials and workmanship for the 30m shaded walkway shall be free from defects for a period of one year from the date of project completion and acceptance.

DEFINITION OF SIMILAR PROJECT:

The project involves construction works.

PERFORMANCE SECURITY:

Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful winning bidder shall furnish the performance security.

- a. The Performance Security shall be valid for the entire duration of the contract.
- b. The Performance Security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- c. The Performance Security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

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.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
- *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*

8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.