



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	: 02 October 2025
Project Title	: Rebidding for the Hauling of Residual Waste and Siphoning/Desludging of Septic Tanks from PNOC-Energy Supply Base, Mabini, Batangas
Reference No.	: 2025-09-184
Total ABC	: PhP 132,000.00
Submission Deadline	: 14 October 2025 / 09:00 AM
Place of Delivery	: PNOC-Energy Supply Base, Mabini, Batangas

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 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:

- Certificate of Accreditation from DENR as residual waste hauling and siphoning/desludging
- Proof that the contractor has at least one (1) year experience in providing similar services
- Proof of General Expertise and Relevant Experience of Truck Driver and Truck Helpers (Please refer to page 3)

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

Rebidding for the Hauling of Residual Waste and Siphoning/Desludging of Septic Tanks from PNOC-Energy Supply Base, Mabini, Batangas

ITEM NO.	UM	Scope of Work	TOTAL AMOUNT (₱)
1	lot	<p>Hauling of residual waste, the contract shall cover forty (40) cubic meter (CBM) of waste hauled in increment of ten (10) CBM per truckload per trip for a total of four trips/engagement or a single trip/engagement of forty (40) CBM load of residual waste.</p> <p>(Note: Please see terms of reference)</p> <p>ABC: Php66,000.00</p>	
2	lot	<p>Siphoning activity, the contract shall cover eight (8) CBM of siphoned wastewater/sludge from septic tanks inside PNOC – ESB hauled in two engagements of four (4) CBM each trip or single engagement of eight (8) CBM.</p> <p>(Note: Please see terms of reference)</p> <p>ABC: Php66,000.00</p>	
Approved Budget of the Contract (ABC):		Php132,000.00	
Delivery Schedule:		<ul style="list-style-type: none"> • Hauling of Residual Waste – one (1) day engagement with a minimum of 10 cubic meters/truckload. The conduct of the activity will be scheduled as needed by PNOC – ESB upon receipt of copy of Purchase Order. • Siphoning/Desludging of Septic Tanks - one (1) day engagement with a minimum of 4 cubic meters per truckload. The conduct of the activity will be scheduled as needed by PNOC – ESB upon receipt of copy of Purchase Order (PO) 	
Project Location:		PNOC-Energy Supply Base, Mabini, Batangas	
Awarding:		Per line item	

TERMS OF REFERENCE

PROJECT: Hauling of Residual Waste and Siphoning/Desludging of Septic Tanks from PNOC-Energy Supply Base, Mabini, Batangas

JUSTIFICATION: For proper disposal of accumulated residual waste and maintenance, de-clogging and disposal of accumulated contents of septic tanks inside PNOC Energy Supply Base, Mabini, Batangas in compliance to environmental law particularly in Republic Act 9003 (Ecological Solid Waste Management).

SCOPE OF WORK:

1. The contractor shall supply and deliver labor, tools, equipment and technical supervision necessary to completely execute the above project.

2. The contractor shall provide hauling equipment, tools and trained manpower, and undertake the hauling and disposal of residual waste from PNOC Energy Supply Base, Mabini, Batangas to DENR – accredited disposal facility.
3. For hauling of residual waste, the contract shall cover forty (40) cubic meter (CBM) of waste hauled in increment of ten (10) CBM per truckload per trip for a total of four trips/engagement or a single trip/engagement of forty (40) CBM load of residual waste.
4. For the siphoning activity, the contract shall cover eight (8) CBM of siphoned wastewater/sludge from septic tanks inside PNOC – ESB hauled in two engagements of four (4) CBM each trip or single engagement of eight (8) CBM.
5. The contractor shall provide a copy of accreditation as residual waste hauler and be responsible for securing other necessary valid permits, certificates, and clearances for the hauling and disposal of residual waste materials, at its own expense, from the proper government offices. Said permits, certificates, and clearances shall be submitted to PNOC – ESB team prior to implementation of hauling activities.
6. The Contractor agrees to conform with the provisions of all laws, ordinances, rules, and regulations pertaining to the work under the Contract. It shall give all notices required by such laws, ordinances, rules and regulations, pay all fees payable to any public authority or official in respect to the work herein provided.
7. Fuel, lubricant, maintenance and repair costs for the hauling equipment shall be for the Contractor's account.

LABOR REQUIREMENTS

1. Contractor must be DENR- accredited and knowledgeable to conduct residual waste hauling and siphoning/desludging with at least 1 year experience in providing similar services.

Key Personnel	General Expertise	Relevant experience
Truck Driver	Min. 2 years as a Truck Driver	Min. 1 year as a Truck Driver in the company conducting same project.
Truck Helpers	Min. 1 year experience as a Truck Helper	Min. 1 year as a Truck helper in the company conducting same project.

MATERIALS REQUIREMENT

No materials were required.

PROJECT EXECUTION REQUIREMENT

1. The Contractor shall supply labor, tools, equipment and technical supervision necessary to execute and complete the project.
2. The proponent shall notify the contractor of intended schedule of hauling. The contractor shall likewise agree to the schedule and conduct the activity within

seven (7) working days from the acknowledgement of the request for engagement.

3. The Contractor shall inform the ESB management at least 2 days before scheduled date of engagement, sending the name of the personnel involved in the engagement as well as the plate number/s of the truck/s and vehicle/s to be used for the activity.
4. The Contractor shall provide an accredited hauling truck with a minimum volume capacity of ten (10) cubic meters for the residual waste and four (4) cubic meters for wastewater.
5. The Contractor shall bill PNOC on a per truckload basis and with a minimum volume of ten (10) cubic meters of residual waste and four (4) cubic meter of siphoned wastewater/sludge hauled, inclusive of all applicable taxes and other charges. The truck shall be weighed in the truckscale before and after the hauling operations. The truckload or volume shall be inspected and documented by ESB authorized representative prior to departure from ESB.
6. The Contractor shall, at its own expense, dispose of the materials hauled in accordance with the existing laws, regulations and procedures set forth by EMB, DENR and Philippine regulatory agencies.
7. The Contractor shall provide Certificate of Disposal from the accredited disposal facility. The said certificate is a document to determine that the waste is properly disposed at any DENR - accredited sanitary landfill and disposal facility.

ADDITIONAL REQUIREMENTS:

General Condition

1. The Contractor shall commence work on the agreed start date. In case of changes on the schedule, the Contractor shall inform the ESB team at least a day before the scheduled engagement and shall give a definite date where the activity shall be conducted instead.
2. The contractor must coordinate all activities and work done related to the project with ESB representative for proper monitoring and coordination.
3. The cost for all rework due to contractor's negligence shall be borne by the contractor.
4. The Contractor shall be liable for all accident claims and other related claims arising from injuries and other damages to property occasioned by any act or omission of the contractor including any and all expenses which may be incurred by PNOC ESB in its personnel in the defense of any claim, action or suit.
5. The contractor must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, proper ID and observe company rules and regulations on safety and security.

DELIVERY TIME/COMPLETION SCHEDULE:

1. PNOC will engage to the third party service provider with the technical expertise in Hauling and proper disposal of residual waste with one (1) day engagement / hauling and with a minimum of 10 cubic meters/truckload. The conduct of the activity will be scheduled as needed by PNOC – ESB upon receipt of copy of Purchase Order (PO) from the Procurement Division.
2. Likewise, PNOC will engage to the third party service provider with the technical expertise in Hauling and proper disposal of siphoned materials from PNOC – ESB septic tanks with one (1) day engagement / hauling with a minimum of 4 cubic meters per truckload. The conduct of the activity will be scheduled as needed by PNOC – ESB upon receipt of copy of Purchase Order (PO) from the Procurement Division.
3. The Contractor shall submit the Certificate of Disposal (COD) and related documents to PNOC-ESB within 15 calendar days upon completion the project.

DEFINITION OF SIMILAR PROJECTS:

The project that involves the technical expertise of third party service provider to conduct hauling and proper disposal of residual and solid waste according to existing environmental laws and regulations. Likewise, any project that involves technical expertise of third party service provider to conduct siphoning and/or desludging activity of septic tank and/or wastewater cistern and reservoir.

Contractor with accreditation from Department of Environment and Natural Resources (DENR) to conduct hauling of residual wastes for proper disposal and siphoning and desludging of wastewater and/or septic tanks with at least 1 year experience in providing similar services.

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 _____.

