



**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 : **11 November 2025**  
Project Title : **Supply, Delivery and Installation of Jockey Pump**  
Reference No. : **2025-11-205**  
Total ABC : **PhP 790,000.00**  
Submission Deadline : **20 November 2025 / 09:00 AM**  
Place of Delivery : **PNOC-Industrial Park, 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](mailto: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
- 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)

### **Additional Requirement:**

- Contractor must have a minimum of two (2) years working experience in mechanical and electrical works especially on the installation, testing and commissioning of jockey pump and motor or similar equipment.
- Bill of Quantities (BOQ)
- Product Data Sheet (PDS) of the unit/equipment being offered
- Performance Security upon issuance of Notice of Award (NOA)

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

Thank you.

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

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### Supply, Delivery and Installation of Jockey Pump

<b>LOT</b>	<b>UM</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>QTY</b>	<b>U/P</b>	<b>TOTAL AMOUNT</b>
1		Provision of all necessary labor, tools, materials, equipment and necessary supervision and technical expertise to execute and complete the supply, delivery and installation of jockey pump including accessories at PNOC-Industrial Park (PIP)			
	sets	Jockey Pump and Motor Assembly	2		
	sets	Jockey Pump Control Panel Assembly	2		
	lot	Materials and Consumables (wires/cables/ piping, fittings, rubber expansion joints – DN50, PN16)	1		
	lot	Mobilization Installation and Assembly Testing and Commissioning Demobilization	1		
		VAT (12%)			
		Grand Total (PhP)>>>			
<b>Total amount of ABC: PHP790,000.00</b>					
Total amount of Bid (VAT inclusive):					
Delivery Schedule: Thirty (30) Calendar Days from receipt of Notice to Proceed (NTP)					
Delivery Place: PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan					
Pricing: Quoted price should be VAT inclusive					
Awarding: Per lot basis/one (1) lot					
Warranty: One (1) year from final acceptance/Contractor to rectify defects at own cost.					
Others: Please refer to attached Terms of Reference/Scope of Work/Bill of Quantities					

**PHILIPPINE NATIONAL OIL COMPANY**  
**Park Management Department**  
**PNOC Industrial Park**  
 Batangas II, Mariveles, Bataan

### TERMS OF REFERENCE (TOR)

**Project** : Supply, Delivery and Installation of Jockey Pumps

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

**Justification** : To ensure the continued, reliable and efficient operation of PIP firewater supply system.  
 To upgrade aging equipment for long-term, cost-effective operation.

### **I. SCOPE OF WORK**

The contractor shall provide all necessary labor, tools, materials, equipment, and necessary supervision and technical expertise to execute and complete the supply, delivery and installation of jockey pumps

including accessories at the PNOC Industrial Park. The contractor shall undertake the following:

1. Mobilization of manpower, equipment, fittings, and materials needed in the project.
2. Preparing all necessary documents and permits prior to the start of the activity
3. Dismantling of existing equipment, fittings and accessories to be replaced. Recovery of dismantled unit and turnover to PNOC representative.
4. Supply and install two (2) sets of jockey pumps complete with motor assemblies including two (2) sets of motor control system in panel, as well as all necessary wires/cables, piping and fittings. Installation shall also include DN50, PN16 rubber expansion joints on both the suction and discharge lines of each jockey pump.
5. Conduct of testing and commissioning of newly installed jockey pump and motor and witness by PNOC representative.
6. The contractor shall provide as-built drawings (hard and copy), operation and maintenance manual.

## **II. LABOR REQUIREMENTS:**

1. The contractor shall be knowledgeable in the installation, testing and commissioning of fire protection equipment such as jockey pump and motor.
2. Contractor must have a minimum of two (2) years working experience in mechanical and electrical works especially on the installation, testing and commissioning of jockey pump and motor or similar equipment.
3. Contractor shall provide qualified personnel, including a Site Engineer/Supervisor and a Safety Officer, to oversee the project who will directly coordinate with PNOC representative.
4. The Site Engineer/Supervisor and Safety Officer must be at the project site whenever work is being performed.

## **III. MATERIALS REQUIREMENTS:**

### **Jockey Pump and Motor Assembly**

Multi stage stainless centrifugal pump, stainless steel impeller and shaft, close coupled to electric motor 7.5Hp, 460V 3 phase 60Hz 3500 RPM rated to deliver 16cubic meter/hour at 67m TDH, UL Standard.

## **IV. BILL OF QUANTITIES**

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

Item No.	Description of Activity	Qty.	Unit	Unit Cost	Total Cost
I.	General Requirements				
	Mobilization	1	lot		
	Demobilization	1	lot		
	Implementation of Safety and Health Program	1	lot		
	Permit and licenses	1	lot		
	Subtotal				
II.	Materials				
A.	Jockey Pump and Motor	2	sets		
B.	Motor control system in panel board	2	sets		
	Subtotal				
C.	Others				
	Dismantling of existing jockey pump and motor	1	lot		
	Installation, Testing and commissioning of newly installed Jockey Pumps and Motors including necessary fittings, wires, fittings with rubber expansion joints in suction and discharge line of the jockey pump	1	lot		
D.	Replacement of existing air relief valve and check valves	1	Lot		
	Total Other Cost				
	Sub Total				
E.	Markup				
	Project Cost				
F.	Value Added Tax				
F.1	VAT (12% of the Total Cost)				
	Total Project Cost				

## V. PROJECT EXECUTION REQUIREMENTS:

### A. General Conditions

1. The Contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.
2. The Contractor shall secure all necessary permits before starting the activity.

3. The Contractor is required to submit the following items subject for approval of PNOC within 10 days after issuance of Notice To Proceed:
  - a. Construction Methodology
  - b. Work Permit application with Work Schedule Gantt Chart
4. The winning Contractor shall attend a scheduled kickoff meeting before the start of the project.
5. The Contractor shall comply with the following requirements prior to execution of works:
  - a. PNOC Industrial Park Work Permit System; and
  - b. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer.
6. The Contractor must conduct proper planning and safety orientation meetings with all the personnel involved in the work prior to commencement.
7. The Contractor shall coordinate with the PNOC representative for the topping and isolation of the power supply for the equipment to be used.
8. The Contractor shall conduct testing and commissioning of supply devices and equipment as witnessed by PNOC representative.
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 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.
12. 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.
13. 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.
14. 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.
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.
16. The Contractor shall submit to PIP representative Daily Accomplishment Report for construction monitoring purposes.

17. The Park operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PIP representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
18. The 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.

## **B. Site Possession**

1. Temporary facilities and stay-ins within PNOC premises are not allowed.
2. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative to ensure the provision of electrical power sources for the equipment to be used. The contractor shall coordinate with the PNOC representative before and after every work activity to avoid disruptions to ongoing operations.
3. The contractor shall be responsible for the first preventive maintenance while within the warranty period.

## **VI. PROJECT DURATION**

The work shall be completed within THIRTY (30) CALENDAR DAYS, reckoned from the date of receipt of the Notice to Proceed. Work hours shall be from 8:00 AM to 5:00 PM, weekdays only, unless otherwise agreed upon.

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.*

## **VII. WARRANTY PROVISIONS**

- o Defects Liability: One (1) year from final acceptance, during which the Contractor rectifies defects at their own cost. 24/7 quick response support for related trouble/ concern to the units supplied within the day.

## **VIII. DEFINITION OF SIMILAR PROJECTS**

Projects that involve the supply, testing and commissioning of jockey pumps and motor including its controller.

## **IX. ABC = Php 790,000.00**

## **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 proposal/quotation submitted late or beyond deadline 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 (PDF) format 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 as requested.
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.