



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 | : | November 4, 2025 |
| Project Title | : | Air Conditioning Duct Cleaning and Disinfection at PNOC Bldgs. 5 and 6 |
| Reference No. | : | 2025-11-207 |
| Total ABC | : | PhP 1,900,000.00 |
| Submission Deadline | : | November 14, 2025 / 09:00 AM |
| Place of Delivery | : | PNOC-Main Office, BGC, Taguig City |

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

| | |
|----------------------------|---|
| Electronic Mail; or | Portable Document Format (PDF) copy to email address: newprocurement@pnoc.com.ph |
| Physical Submission | Sealed envelope to PNOC Procurement Management Division at the above address |

Documentary Requirements:

| | |
|---|--|
| 1 | Mayor's/Business Permit |
| 2 | PhilGEPS Registration Number |
| 3 | 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) |
| 4 | Price Quotation / Proposal and Compliance Form |
| 5 | Certificate of completion or acceptance of at least two (2) projects of the same nature for the last five (5) years |
| 6 | Site Inspection Certificate signed by PNOC -GSD / Engineer |
| 7 | Latest Annual Income Tax Returns (BIR Form 1701 or 1702) for the preceding tax year |
| 8 | Latest Business Tax / VAT Returns (BIR Form 2550) covering the previous six (6) months |

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 / rqvergara@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Air Conditioning Duct Cleaning and Disinfection at PNOC Bldgs. 5 and 6

| LOT NO. | UOM | SCOPE OF WORK | BID PRICE (₱) | |
|------------------------------|---|--|----------------------|--|
| 1 | Lot | Air Conditioning Duct Cleaning and Disinfection | | |
| | | PNOC Bldg. 5 | | |
| | | PNOC Bldg. 6 | | |
| TOTAL AMOUNT | | | | |
| ABC: PhP 1,900,000.00 | | | | |
| Contract Duration: | Thirty (30) calendar days from receipt of Notice to Proceed | | | |
| Location: | Energy Center, Rizal Drive, BGC, Taguig City | | | |
| | Quoted price should be inclusive of VAT and all applicable taxes. | | | |

TERMS OF REFERENCE

SCOPE OF WORKS:

The scope of the project will be to provide service for the thorough cleaning of AC ducts of the building supply. Work includes provision of supervising Mechanical or Electrical Engineer, skilled labor, tools, instruments, equipment and necessary consumables for the execution and completion of the project. The expertise and supervision must be with full competence that meets the requirements of PNOC.

LABOR REQUIREMENT/S:

1. Provide skilled personnel, supervising engineer, consumable materials, safety gadgets, standard equipment & tools and testing instruments
2. Contractor must have at-least five (5) years of experience in handling and contracting Airduct Preventive Maintenance.
3. Bidder should be a legitimate and certified centralized air conditioning installer/contractor and has been contracted for sanitation and cleaning of air conditioning system
4. The contractor should have completed at least two (2) projects of the same nature for the last 5 years. Proof of completion of the project should be attached (certificate of completion or acceptance).

MATERIAL REQUIREMENT:

1. The contractor shall provide, among others, the following primary materials and tools as follows:
 - Duct cutting tools, A-ladders, vacuum cleaners, duct tapes, rags,
 - Power & hand tools/equipment
 - Robotic cleaners/machines (for inaccessible areas)
 - Good quality cameras
 - Test instruments

- Vacuum cleaners
- Cleaning & disinfectant chemicals
- Ladders
- Duct tapes
- Rugs
- Trash bags
- Brooms & dust pans
- Extension cords (lighting & outlet)
- Furniture plastic covers
- consumables

2. All electrically operated tools should be designed to adopt with the company system voltage.
3. All materials and accessories for the project shall be subjected to inspection and acceptance by the PNOC admin GSD representative prior to commencement of work.

PROJECT EXECUTION REQUIREMENT:

1. Conduct inspection and site evaluation of the entire system.
2. Submit project gantt chart and comprehensive work plan methodology for AC duct cleaning.
3. Coordinate with PNOC maintenance regarding any power requirements and/or shutting-off whenever necessary.
4. Properly identify location of personnel entry in ducts to minimize manholes.
5. Position all needed equipment, safety devices and warning signs as required.
6. Check for hazards within the work area.
7. Protect the floorings and furnitures by plastic security covering, relocate furniture with extra care if required.
8. Carefully dismantle acoustic ceilings boards for duct cleaner's entry.
9. Access panel provision to clean the system properly.
10. Document work areas by taking photographs before and after works performed.
11. Thoroughly clean and decontaminate/disinfect the whole duct from AHU, main duct, branches, sub-branches, extended branches with flexi ducts to diffusers.
12. Clean and sanitize/disinfect the grills, filter, coils and drip trays.
13. Clean, sanitize/disinfect and decontaminate air handling unit, claddings and ducts, filters, fan blades, fins, remove accumulated water born microbes, dust, debris, etc.
14. Reinstall all dismantled components of the AC system.
15. Do minor repairs/restoration on components that require slight restoration and adjustment to improve air output.
16. Restore affected areas of the job site during the course of work.
17. thorough checking of the system.
18. Installation of replacement items should be installed without alteration to the existing system. Any alteration that needs to be done for improvement purpose must be with the knowledge of PNOC-GSD.
19. Any adjustment on the system shall be provided by the contractor.
20. All needed works must be complete, acceptable and functioning at required purpose.
21. A comprehensive final checking of the work done should be conducted prior to turn-over. All unacceptable work must be replaced and/or re-worked at no additional cost to PNOC.
22. Verify the system output by the use of appropriate testing instruments.
23. Submit job report, diagnosis, photos complete with the assessment result, remarks, list of defects if found and corrective measures done to address the fault.

24. Issue a report or certificate indicating before and after air quality index.
25. Issue a report or certificate as evidence that ducts are disinfected (Swab Test).
26. Report should be duly signed by the assigned supervising personnel, assigned to handle the project.
27. All work area must be cleared and cleaned.
28. Clearing and disposal of all collected dust and debris in the work site.
29. Testing and commissioning of the system.
30. Demobilization of personnel, debris, tools and equipment.

GENERAL PROVISIONS:

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meeting with all personnel involved in the work prior to commencement.
4. The contractor is required to coordinate all activities and work relative to the project with
 - the PNOC Admin-GSD representative for proper monitoring and coordination.
5. 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 updated, with the approval of the PNOC Admin-GSD representative and complete the project by the completion date as indicated in the TOR.
6. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
7. The Contractor must comply with all standard health and safety requirements and protocols 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.
8. The work shall be executed in the best and thorough manner throughout the project timeline 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.
9. All works should be in accordance with NADCA (National Air Duct Cleaners Association) specification on complete cleaning of the air conditioning duct system.

COMPLETION OF WORK:

- Work should be completed in thirty (30) calendar days from receipt of Notice to Proceed

From: 7:00am onwards on weekends (Saturday & Sunday)
 5:00pm onwards on weekdays (after office hours)
 reckoned from the date of receipt of the Notice to Proceed

NOTE: Delays due to work stoppage ordered by GSD shall not be counted against the set completion date

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.
9. Liquidated damages shall be imposed pursuant to Section 71.1.4 of RA 12009.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation / Position : _____

Name of Organization : _____

Address : _____

Telephone/Mobile No. : _____

Email Address : _____

TIN : _____

PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in portable document format (PDF) file via email address newprocurement@pnoc.com.ph

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY.pdf

Example: RFQ202401001_XYZCompany.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders upon request.
5. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
6. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.

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 IRR of 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 consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC in accordance with its annual reportorial requirements.
- *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 _____.