



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	: 27 November 2025
Project Title	: Technical Evaluation, Diagnosis and Analysis of Building 5 and 6 Electrical System
Reference No.	: 2025-11-213
Total ABC	: PhP 846,000.00
Submission Deadline	: 04 December 2025 / 09:00 AM
Location	: PNOC-Main Office

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) file copy to email address: 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
- 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)
- Price Quotation and Compliance Form
- Submit at least two (2) Certificates of Completion from previous clients for projects on preventive maintenance of electrical systems, electrical evaluation/diagnosis/analysis, and/or electrical installation works completed within five (5) years from the date of submission
- Provide a Project Inspection Certificate issued by PNOC-GSD

Additional Requirements:

1. **Certified Thermographer:**
 - Certification from a recognized body (e.g., ITC – Infrared Training Center, Level I or II Thermography Certification)
 - Proof of experience in thermal inspection procedures and reporting.
2. **Supervising Engineer:**
 - Professional engineering license or registration
 - Curriculum Vitae (CV)
3. **Safety Officer:**
 - Certification in occupational health and safety (e.g., SO2, BOSH, OSHA, IOSH, etc.).
 - Any proof of completion of at least two (2) safety trainings.

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 / crgervacio@pnoc.com.ph.

Thank you.


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



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Technical Evaluation, Diagnosis and Analysis of Building 5 and 6 Electrical System

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (₱)
1	Lot	<p>The contractor will provide technical services for the evaluation, diagnosis, power analysis, and fault detection and profiling of the building's electrical system. This will include thermal scanning of electrical panels, equipment terminals, and insulation resistance testing of feeder and sub-feeder cables. The scope also includes the following:</p> <ul style="list-style-type: none"> ➤ Inspection of electrical system, retightening of cable terminations/connections, and cleaning of electrical panels to remove accumulated dirt. ➤ Provide qualified technical personnel, along with the necessary tools, equipment, and test instruments to perform the required tests on the building's electrical system. ➤ Deliver a detailed report with graphical representations of the system's electrical parameters, as applicable, including observations, analysis, and recommendations. The report must be duly signed by the person who conducted the test, checked by the supervising engineer, and certified by a Professional Electrical Engineer. <p>(Please see the Terms of Reference)</p>	

Total amount of ABC: PhP 846,000.00

Contract Duration:	The project must be completed within 30 calendar days, including report submission.
Location:	PNOC Head Office – Bldgs. 5 and 6
	Quoted price should be inclusive of VAT and all applicable taxes.
	Awarding on per lot basis/one (1) lot.

TERMS OF REFERENCE

Project:	Technical Evaluation, Diagnosis and Analysis of Building 5 and 6 Electrical System.
Justification:	To ensure the proper operation and condition of the buildings electrical system.

SCOPE OF WORKS:

The contractor will provide technical services for the evaluation, diagnosis, power analysis, and fault detection and profiling of the building's electrical system. This will include thermal scanning of electrical panels, equipment terminals, and insulation resistance testing of feeder and sub-feeder cables. The scope also includes the following:

- Inspection of electrical system, retightening of cable terminations/connections, and cleaning of electrical panels to remove accumulated dirt.
- Provide qualified technical personnel, along with the necessary tools, equipment, and test instruments to perform the required tests on the building's electrical system.
- Deliver a detailed report with graphical representations of the system's electrical parameters, as applicable, including observations, analysis, and recommendations. The report must be duly signed by the person who conducted the test, checked by the supervising engineer, and certified by a Professional Electrical Engineer.

LABOR REQUIREMENTS:

Provide technically trained instrument operators to operate and manage the use of specialized instruments or monitoring equipment required for the task.

1. Certified Thermographer:

Conduct thermal imaging inspections using infrared technology to identify anomalies in the electrical system.

Requirements:

- Certification from a recognized body (e.g., ITC – Infrared Training Center, Level I or II Thermography Certification).
- Experience in thermal inspection procedures and reporting.

2. Supervising Engineer:

Oversee and coordinate technical activities, ensuring compliance with engineering standards and safety protocols.

Requirements:

- Professional engineering license or registration.
- Curriculum Vitae (CV).

3. Safety Officer:

Ensure compliance with safety standards and regulations; conduct risk assessments, toolbox talks, and incident investigations.

Requirements:

- Certification in occupational health and safety (e.g., SO2, BOSH, OSHA, IOSH, etc.).
- Completed at least two (2) safety trainings.

DOCUMENTARY REQUIREMENTS:

- Submit at least two (2) Certificates of Completion from previous clients for projects on preventive maintenance of electrical systems, electrical evaluation/diagnosis/analysis, and/or electrical installation works completed within five (5) years from the date of submission.
- Provide a Project Inspection Certificate issued by PNOC-GSD.

MATERIAL REQUIREMENTS:

Provide all applicable instruments and necessary tools required to carry out the tests and ensure accurate results.

PROJECT EXECUTION REQUIREMENTS:

1. Mobilize personnel, tools, and equipment required for the project.
2. Isolate incoming power lines, disconnect switches, and power fuses before servicing and testing, as necessary.
3. Identify the safest area for the installation of equipment, ensuring proper positioning and safety measures (e.g., safety devices, warning signs).
4. Ensure that instruments are properly used, connected and secured during data collection.
5. **Electrical Equipment Testing:**

➤ Low Voltage Switchgear:

- Inspect switchgear for loose items, foreign objects, alignment, anchorage, and grounding.
- Perform general cleaning (air blowing, vacuuming, wiping).
- Check wire terminals for abrasions, corrosion, and signs of material fatigue.
- Ensure the proper operation of power/protection isolator (opening, closing, tripping functions, insulation, and grounding).
- Conduct necessary tests: Insulation Resistance, Contact Resistance, and Manual Test Trip.

➤ Distribution Transformers (21 units + 1 unit 300KVA Dry Type Transformer):

- Record nameplate data and other relevant information.
- Inspect transformers for leaks, cracks, oil levels, and defects.
- Perform standard tests: Turn Ratio (TTR), Insulation Resistance, Polarization Index (PI), Winding Resistance, and Oil Di-Electric Voltage

Breakdown Test (DVB) except for dry type transformer, Excitation Current Test, Grounding Resistance Test along with thermographic scanner.

➤ **Main Power Isolator and Power Fuse:**

- Inspect, cleaning and retightening, Lubrication of load break switches (LBS), power fuses, lightning arresters, cabling and bus bars.
- Perform contact resistance tests, grounding resistance test, insulation resistance test, and continuity test as applicable.

➤ **Power Cables:**

- Clean termination kits and lugs.
- Conduct insulation resistance testing.
- Retighten terminal connections and grounding test.

➤ **Thermal Scanning** (to be conducted before and after preventive maintenance by a certified thermographer):

- Inspect electrical equipment such as ACBs, Capacitor banks, Transformer terminals, ATS, MCCBs, MDP, Distribution Panels, and Power and Lighting panels. (Conduct IR, Contact and Grounding Resistance, perform capacitance test on capacitor bank, cleaning and retightening).
- Perform checks on power supply, bus-bars, and cable connections.

6. Submit a report duly signed and checked by the supervising engineer and the personnel who conducted the tests, and certified by a Professional Electrical Engineer.

- Provide both hard and soft copies of the final report with numerical and graphical presentation of the recorded data.
- The report should include comments, analysis, and recommendations based on the findings from the tests and inspections.
- Price quotation for any additional works beyond the scope, if required.

7. All work areas should be cleared and cleaned after completion.

8. Demobilize personnel, tools, and equipment once work is complete.

GENERAL PROVISIONS:

1. A joint site inspection must be conducted with PNOC-Admin GSD representatives before the work begins.
2. The contractor must coordinate the project closely with PNOC-Admin GSD to ensure proper monitoring and execution of tasks.
3. Conduct a proper planning and safety orientation session for all personnel involved in the project prior to commencement.
4. The contractor is responsible for all fire, accident, or injury claims arising from the execution of the project. PNOC and its personnel should be held harmless from liabilities associated with the contractor's actions.
5. The contractor is responsible for any rework or damage due to poor workmanship or negligence. The cost of rework/restoration will be borne by the contractor.
6. The contractor must ensure all personnel wear appropriate personal protective equipment (PPE), such as hard hats, harnesses, and reflective vests, and adhere to all health and safety standards.

7. Proper procedures for site entry should be followed, including visitor logs and work permits.
8. PNOC will provide designated areas for material and equipment storage, but the contractor assumes full risk for any loss or damage to equipment stored on-site.
9. The contractor must submit a list of personnel assigned to the project before work begins.

SITE POSSESSION:

1. The contractor must confirm they have inspected the site and are aware of any conditions that may affect the execution and cost of the work.
2. The contractor should coordinate with PNOC-Admin GSD for electrical power source requirements and access to work areas.
3. PNOC will designate a storage/administration area for the contractor's use, but the contractor assumes risk for any damage or loss of equipment stored on-site.

COMPLETION OF WORK:

➤ The project must be completed within 30 calendar days, including report submission. The work schedule is as follows:

- 7:00 AM onwards for tasks that do not require a power shutdown.
- 7:00 AM onwards on weekends for tasks that require a power shutdown.

Note: Delays caused by PNOC's instructions or stoppages will not affect the completion date.

ABC = Php 846,000.00

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.

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), 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 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 _____.