



**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 : **28 November 2025**  
Project Title : **Replacement of Steel Gate at Main Entrance**  
Reference No. : **2025-11-215**  
Total ABC : **PhP 430,000.00**  
Submission Deadline : **04 December 2025 / 09:00 AM**  
Place of Delivery : **Energy Center Main Entrance, Rizal Drive, BGC, Taguig City**

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

**Electronic Mail:** PDF copy to email address:  
[newprocurement@pnoc.com.ph](mailto: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
- 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)
- Price Quotation / Proposal and Compliance Form

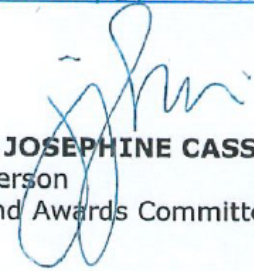
**Additional Requirements:**

- Proof of at least one (1) Year of experience in construction works (Certificate of Completion from previous clients/ Official Receipt/ Contract/ Purchase Order)
- Performance Security (Upon issuance of Notice of Award)

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

Thank you.

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

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### REPLACEMENT OF STEEL GATE AT MAIN ENTRANCE

ITEM	UM	TECHNICAL SPECIFICATION/S	TOTAL AMOUNT (P)
1	Lot	<b>Replacement of Steel Gate at Main Entrance</b>  Scope of Work: 1. General Requirements 2. Dismantling Works 3. Fabrication Works 4. Surface Preparation, Rust-Proofing, and Painting Works 5. Installation  <i>*Please see <b>Terms of Reference</b> below and <b>Annex B</b> for the <b>Design and Drawings</b></i>	
Total ABC: <b>Php 430,000.00</b> (VAT Inclusive)			
Total amount of Bid (VAT inclusive):			<b>P</b> _____
Delivery Schedule:		<b>Twenty (20) Calendar Days</b>	
Delivery Place:		Energy Center Main Entrance, Rizal Drive, BGC, Taguig City	
Pricing:		Quoted price should be inclusive of VAT and all applicable taxes.	

## TERMS OF REFERENCE

**Project:** Replacement of Steel Gate at Main Entrance

**Project Location:** Energy Center Main Entrance, Rizal Drive, BGC, Taguig City

**Justification:** The existing steel gate at the Energy Center Main Entrance has deteriorated due to corrosion and frequent use, resulting in structural weakness and difficult operation. Its condition poses safety and security risks and requires frequent maintenance, which is no longer cost-effective. Replacing the gate will ensure reliable access control, enhance security and safety, improve the facility's appearance, and reduce maintenance costs.

### I. SCOPE OF WORK:

The Contractor shall provide all necessary labor, materials, tools, equipment and supervision of the following works:

#### A. General Requirements

1. Mobilization
  - a. Mobilization of materials, equipment, tools and personnel.

2. Construction Safety and Health
  - a. Proper hauling and storage of materials.
  - b. Personal Protective Equipment
  - c. Installation of safety device: harness, netting and safety signage
- 3 Demobilization includes cleaning up of site, clearing, hauling and disposal of waste and construction debris.

**B. Dismantling Works**

1. Carefully dismantle and remove the existing steel gate, including hinges, frames, and locking mechanisms.
2. Ensure safety during dismantling to avoid damage to adjacent structures.
3. Coordinate the dismantled materials to PNOC Admin-GSD for hauling and storage area.

**C. Fabrication Works**

1. Submit shop drawing/fabrication plan for PNOC Admin-GSD approval prior to fabrication.
2. Fabricate a new double-swing steel gate following approved design and dimensions.
3. Grind and smooth all weld joints
4. Perform dry-fitting in the fabrication to ensure correct alignment and operation prior to delivery.
5. Ensure that gate leaves are balanced and swing smoothly when tested.

**D. Surface Preparation, Rust-Proofing and Painting Works**

1. Remove all mill scale, rust, oil and other contaminants by wire brushing or sandblasting to achieve a clean metal surface.
2. Apply one (1) coat of red oxide or zinc chromate anti-corrosion primer with a minimum dry film thickness of 40 microns.
3. Allow sufficient drying time before applying finish coats.
4. Apply two (2) coats of industrial-grade enamel paint or equivalent, suitable for exterior metal surfaces.
5. Ensure uniform coverage, smooth finish and color consistency.

**E. Installation**

1. Transport the fabricated gate using proper handling and protective packaging.
2. Install new gate posts and hinges securely anchored to the existing concrete foundation or new base plate as required.
3. Align both gate leaves to ensure smooth and balanced opening and closing.
4. Install the locking mechanism and verify proper operation.
5. Conduct functional and safety testing with PNOC Admin-GSD representatives.
6. Make any necessary adjustments before final turnover, if needed.

**II. LABOR REQUIREMENTS:**

1. Contractor must have a minimum of one (1) year of experience in construction works.
2. The project shall be supervised by qualified supervisory, safety and skilled personnel.

### **III. MATERIAL REQUIREMENTS:**

Steel Gate:

1. Barrel bolt locking system; bi-folding mechanism with heavy-duty stainless-steel hinges; upper and lower guide rollers; and alignment brackets for the steel gate.
2. Main Structure: 3" x 2" tubular framing
3. Upper Half Structure: 1" x 1" tubular framing
4. Lower Half Structure: 6mm thickness steel plate

*All steel materials shall be applied with anti-corrosion primer followed by two (2) coats of silver-gray paint.*

### **IV. DESIGN AND DRAWING**

See attached Annex B.

### **V. PROJECT EXECUTION REQUIREMENTS**

#### **A. Methodology Requirements**

1. Submission of Gantt chart for determination of activities and timelines.
2. Mobilization
  - a. The Contractor shall validate and check conditions on-site which may have an effect on the work and shall immediately notify PNOC before commencing works.
  - b. The Contractor shall provide safety signage and personal protective equipment for the personnel that are visible at the jobsite.
  - c. All temporary services and facilities installed by the Contractor shall be removed by the Contractor upon completion of this Contract. The Contractor shall restore damaged, and/or altered areas caused by such removal and during project implementation.
3. The Contractor shall submit all the approved materials and project completion report with completed signatories.
4. Hauling of all debris outside the Energy Center.

#### **ADDITIONAL REQUIREMENTS:**

##### **A. General Conditions**

1. The Contractor must do inspection and actual measurements of all areas as specified by the scope of work prior to submission of bid in order to arrive at an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work. No inspection shall be ground for disqualification of bid.
2. The Contractor is required to secure the required Surety, Performance and Guarantee Bonds prior to the commencement of work.
3. The Contractor shall commence the 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 on the TOR.

4. The Contractor shall request a pre-construction coordination meeting before mobilization.

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, installation of safety signages, proper wearing of ID and observe company rules and regulations on safety and security.

6. The work shall be executed in the best and thorough manner throughout the project timeline and 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.

7. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.

8. The Contractor is required to submit the following items subject for approval of PNOC prior to commence of the Work:

- a. Construction Methodology
- b. Product data sheet/ material specifications
- c. BOQ with Weighted Percentage
- d. Manpower List
- e. Tools and Equipment List
- f. Work Schedule and S-Curve; and

9. The Contractor shall secure the PNOC Work Permit System prior to execution of works.

10. The Contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.

11. The Contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring.

12. The Contractor shall be solely liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.

13. 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.

14. The cost of any and all rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be solely borne by the Contractor.

15. The Contractor shall submit to PNOC-Admin GSD representative Daily Accomplishment Report for construction monitoring purposes.

16. 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.

## **B. Site Possession**

1. The Contractor confirms that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect the nature, extent, and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of the failure of the Contractor to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.

2. Tapping of equipment and other related work shall be properly coordinated with PNOC-Admin GSD designated representative for provision of electrical power source for outlets.
3. The GSD shall designate a specific area to be used by the Contractor as temporary facilities/storage area/ administration are in connection with the project.

## **VI. PROJECT DURATION**

Work should be completed within **Twenty (20) calendar days** reckoned from the date of receipt of the Notice to Proceed.

Work Schedule: 7:00 AM onwards on weekdays, weekends and holidays.

*NOTE: Delays due to work stoppage (related to Contractor's noncompliance to Safety, Health, Security, and Environmental policies of PNOC-Admin GSD) ordered by PNOC-Admin GSD will still be counted to the original contract duration; i.e. no suspension of time shall be granted to the Contractor.*

## **VII. WARRANTY PROVISIONS**

The warranty will cover one (1) year for workmanship, starting from the date of final turnover and acceptance. Any corrective work required will be performed at no additional cost to the Owner.

## **VIII. ABC = PHP 430,000.00 (inclusive of all taxes – 12%)**

## **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.
1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
6. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
7. 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.
8. Liquidated damages shall be imposed pursuant to Section 71.1.4 of the Revised IRR 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 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 portable document format (PDF) 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 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 \_\_\_\_\_.

### Replacement of Steel Gate at Main Entrance

#### Dismantling of Existing Main Gate:



#### Fabrication and Installation of New Gate:



