



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 : **05 March 2026**
Project Title : **Reconditioning of Booster Pumps No. 1 and 5**
Reference No. : **2026-02-020**
Total ABC : **PhP 500,000.00**
Submission Deadline : **17 March 2026 / 09:00 AM**
Place of Delivery : **PNOC-Industrial Park, 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
or 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
- 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:

- BOSH (Basic Occupational Safety and Health) and/or COSH (Construction Occupational Safety and Health) Certificates for Project in Charge
- Proof of experience of at least two (2) years for mechanical technician/servicing personnel related to pump's maintenance, repair and/or installation
- Proof of completion of at least three (3) related projects in pumps installation, repair and maintenance
- Certificate of Project Inspection
- Bill of Quantities

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 / gsmendoza@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Reconditioning of Booster Pumps No. 1 and 5

LOT NO.	UM	TECHNICAL SPECIFICATIONS	QTY	U/P	TOTAL AMOUNT
1	LOT	Provision of labor and materials (accessories, tools, equipment etc.) necessary supervision and technical expertise to execute and complete the project - Reconditioning of Booster Pumps No. 1 and 5 at PNOC-Industrial Park (PIP) Mobilization/Demobilization Materials and Consumables Manpower Equipment Rental Mark-Up Total Direct Project Cost Value Added Tax (12%) (Please see attached Terms of Reference)	2		
Total amount of ABC: PhP500,000.00					
Total amount of Bid (VAT inclusive):					
Delivery Schedule: Forty-Five (45) Calendar Days (excluding Sundays) from the date of receipt of Notice to Proceed (NTP)					
Delivery Place: PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan					
Pricing: Quoted price should be VAT inclusive					
Warranty: One (1) year from final acceptance/Contractor to rectify defects at own cost.					

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

TERMS OF REFERENCE (TOR)

Project:	Reconditioning of Booster Pumps No. 1 and 5
Project Location:	PNOC Industrial Park Batangas Dos, Mariveles, Bataan
Justification:	To ensure a reliable water supply for the PIP Locator, the booster pump will be reconditioned to maintain the equipment in optimum and reliable operating condition.

I. SCOPE OF WORK

The contractor shall provide the necessary labor, tools, materials, equipment, manpower and technical expertise to execute and complete the project.

1. Mobilization.
2. Pull out of the Pump
3. Refurbish pump's casing

4. Supply delivery and installation of pressure gauges, faucets, bolts and nuts.
5. Recondition of pump's shaft.
6. Recondition of impeller and conduct dynamic testing.
7. Recondition of bearing housing.
8. Replace wearing rings, shaft sleeves, lock nuts and lantern rings.
9. Replace consumables parts such as bearings, packing glands/mechanical seal, oil seals, vegetable gaskets, grease, flexible rubber spider and other needed consumables to complete the project.
10. Refurbish the pumps' base frame, foundation and pipe reducers.
11. Replace the drain pipeline.
12. Alignment to existing pump's motor.
13. Installation of the Pump
14. Testing and commissioning.
15. Demobilization.

II. LABOR REQUIREMENTS

1. Project in charge with BOSH or COSH certificate.
2. Mechanical technician or any same capacity shall have at least two years' experience related to pump's maintenance/repair/installation.
3. Manual labor.
4. At least three (3) completed related projects in pump installation/repair/maintenance.

III. MATERIAL REQUIREMENTS

1. Pumps and base frame shall be painted with primer coating and dark green epoxy enamel paint.
2. Analog pressure gauge and fittings shall be 4 inches 0-10 bar range.
3. Brass faucet or equivalent.
4. Front and rear shaft sleeve made of stainless steel 304 or equivalent to existing.
5. Front and rear wearing ring shall be made of bronze or equivalent.
6. Lantern ring shall be made of engineering plastic or equivalent.
7. Bolts and nuts shall be made of material which has good corrosion resistance.
8. Other accessories/ materials/consumables may refer to existing or equivalent.
9. Warranty Certificate and service report.

Note: Refer to the existing unit for the replacement of the parts or may vary as long as equivalent

BILL OF QUANTITIES

The contractor may refer to the table below but not limited for the preparation of the Bill of Quantities.

Item No.	Description	Qty	Unit	Unit Cost	No. of Days	Total Cost
I.	Mobilization / Demobilization	1	lot			

II.	Materials and Consumables					
	Wear ring	4	pcs			
	Shaft sleeve	4	pcs			
	Packing gland	2	mtrs			
	Mechanical seal	2	sets			
	Lantern Ring	4	sets			
	Oil seal	4	pcs			
	Bearing 6206	2	pcs			
	Bearing 5206	2	pcs			
	RTV Silicone Gasket Maker	85	grams			
	Vegetable Gasket	4	sq.ft			
	Painting consumables (epoxy enamel paint, primer paint, steel brush, roller paint brush, paint tray and etc.	2	sets			
	Pressure gauges	4	pcs			
	Faucet	2	pc			
	Penetrating oil	1	can			
	Rags	1	kg			
	Degreaser	1	gal			
	Bolts and Nuts	2	sets			
	Pipes and fittings for the drainage	1	lot			
III.	Manpower					
	Project in charge	1	unit			
	Mechanical Technician	1	unit			
	Manual Laborer	3	unit			
IV.	Equipment Rental					
	Chipping gun	1	unit			
	Tools (wrenches, dial gauge, bearing puller and etc.)	1	set			
	Machining tools and equipment	1	set			
	Disposal of waste	1	lot			
V	Mark up					

VI	Total Direct Project Cost					
VII	Value Added Tax (12%)					
VIII	Total Project Cost (Inclusive of all taxes)					

IV. PROJECT EXECUTION REQUIREMENTS

1. Kick-off meeting.
2. Health Safety Security and Environment (HSSE) orientation.
3. Work permit application
4. Mobilization of manpower, materials, consumables, tools and equipment.
5. Reconditioning of 2 units booster pumps (one at a time to avoid hampering the operations.)
6. Demobilization of manpower, materials, consumables, tools and equipment.

V. ADDITIONAL REQUIREMENTS

A. General Conditions.

1. The Contractor is required to inspect and examine the site and the proposed project's surroundings to estimate the labor, materials, and equipment necessary to carry out the work.
2. The Contractor is required to secure the required Surety/Performance /Guarantee Bonds prior to the commencement of work.
3. The Contractor shall secure all necessary permits before starting the activity.
4. The Contractor shall attend a scheduled kickoff meeting before the start of the project.
5. The Contractor shall comply with the following requirements before the execution of works:
 - a. PNOC Industrial Park Work Permit System.
 - b. Safety and Health Orientations of all personnel to be conducted by the PIP HSSE Officer.
6. The Contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
7. The Contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur during the execution of the project.
8. The Contractor shall hold PNOC and its personnel free from any 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 expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
9. The cost of any rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the Contractor.
10. 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.

11. The work shall be executed in the best and most 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 by the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
12. The Contractor shall be liable for all direct and consequential damages arising out of any failure to perform the work by the schedule and with the terms and conditions of the contract documents.
13. The Contractor shall report to the PIP representative the daily accomplishment for monitoring of the project.
14. Contractor shall be liable for all fire and accident claims, and other related claims arising from injuries and damages, which may occur during the execution of the project.
15. Should the Contractor fail to deliver any or all of the Services within the period/s specified, PNOC shall deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract.

B. Site Possession

1. The Contractor shall inspect the site where the work will be performed and be 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. The Park Management Department shall designate a specific area to be used by the Contractor as a temporary facilities/storage area/administration area in connection with the project. PNOC shall not be liable for any lost or damages of materials/equipment stored in the temporary facilities.
3. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given to any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
4. All works shall be properly coordinated with Park Management Department.
5. The Contractor shall be liable for all kind of waste generated after completing the project.

PROJECT DURATION

1. The project shall be completed within forty-five (45) calendar days, excluding Sundays, starting from the date of receipt of the Notice to Proceed.
2. Work shall start from 8:00 AM – 5:00 PM.

NOTE: Delays due to work stoppage ordered by the Park Management Department shall not be counted against the set completion date.

WARRANTY PROVISIONS

The reconditioned Booster Pumps shall be free from defects in materials and workmanship for a period of one (1) year from the date of completion. Any defective item identified within this period shall be repaired or replaced at no cost to PNOC.

APPROVED BUDGET COST

ABC: Php 500,000.00

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 a single file password-protected portable document (PDF) format 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 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.