



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 : **March 31, 2026**
Project Title : **Contract of Services for the Preventive Maintenance of Fire Protection System at PNOC Bldgs. 5 and 6**
Reference No. : **2026-03-035**
Total ABC : **PhP 490,000.00**
Submission Deadline : **April 13, 2026 / 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; Portable Date File (PDF) copy to email address:
or 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)
- Valid Training Certificate for Fire Protection Technician
- Valid PRC License or Proof of Licensure for Mechanical Engineer or Electrical Engineer or Fire Protection Engineer
- The bidder must have completed at least two (2) fire suppression projects within the last three (3) years (Submit Project Completion or Acceptance Certificates issued by previous clients, proving successful completion of similar works)

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

Contract of Services for the Preventive Maintenance of Fire Protection System at PNOC Bldgs. 5 and 6

LOT NO.	UOM	SCOPE OF WORK	BID PRICE / MONTH	TOTAL (9 MONTHS)
1	Lot	Preventive Maintenance of Fire Protection System		
		PNOC Bldg. 5		
		PNOC Bldg. 6		
TOTAL AMOUNT				
ABC: PhP 490,000.00 (prorated subject to the actual start of the contract)				
Contract Duration:	Nine months (April to December 2026) Pro-rated subject to actual start of the contract			
Location:	Energy Center, Rizal Drive, BGC, Taguig City			
	Quoted price should be inclusive of VAT and all applicable taxes.			

SCOPE OF WORKS:

To provide skilled labor/manpower, qualified supervisory personnel, testing instruments, appropriate tools, and equipment, including all other associated services necessary to carry out standard preventive maintenance works on the Fire Protection Systems (Sprinkler System and Fire Detection and Alarm System or FDAS) of PNOC Building 5 and Building 6. This includes the proper inspection, testing, adjustment, and minor servicing of system components to ensure that the fire protection systems remain in good working condition and are fully operational at all times.

LABOR REQUIREMENT:

1. The contractor must provide skilled technicians/installers and qualified supervisory technical personnel for the execution of the project.

Key Personnel:

- **Fire Protection Technician:** A hands-on specialist who is trained and certified to handle, maintain, and troubleshoot fire protection systems. *(Submit valid training certificate.)*
- **Mechanical Engineer or Electrical Engineer or Fire Protection Engineer:** Oversees the overall project implementation, conducts inspections, and ensures compliance with applicable fire protection codes and standards. Supervises complex system servicing and certifies the operational readiness of the fire protection system. *(Submit a copy of valid PRC License or proof of licensure.)*

2. The bidder must have completed at least two (2) fire suppression projects within the last three (3) years *(Submit Project Completion or Acceptance Certificates issued by previous clients, proving successful completion of similar works)*

MAINTENANCE OF FIRE PROTECTION SYSTEM AND ITS COMPONENTS:

1. Conduct test runs of the fire pump during the following periods:
 - April to June 2026 (period depends on the actual start of the contract)
 - July to September 2026
 - October to December 2026and test runs of the jockey pump shall be conducted during the first month upon receipt of the Notice to Proceed (NTP) and every two months thereafter. The testing shall include both manual and automatic start-ups. Each start-up shall be initiated by partially draining the fire pipe riser on each floor of the building.
2. Monthly check-up and testing of all water flow switches and flow control valve supervisory switch.
3. Check wirings connectivity and functionality test of all devices.
4. Inspection of power supply and fuse terminals.
5. Check panel functionality, signal LED's and other components.
6. Check battery load voltage, swelling and loose connection
7. Cleaning, check-up and testing of manual call point, smoke and heat detectors, fire alarm bell, push button, horn, strobe light, fire alarm control panel (clean by chemical contact cleaner, air blower and vacuum cleaner).
8. Checking of fire sprinkler system including but not limited to the following:
 - General inspection of the whole sprinkler and fire detection alarm system.
 - Visual inspection of all regulating pressure.
 - Manual Testing of valve switches.
 - Fire department connection main drain.
 - Fire hose cabinets (testing & visual inspection).
 - Test of cut-in and cut-off of fire pump and jockey pump.
 - Inspection and testing of wirings and components of the control panel.
 - Operational testing.
9. Draining and refilling of the riser system annually.
10. Submit recommendations for repairs and or replacements of parts if any.
11. Coordinate and inform the client and/or its maintenance personnel regarding troubles and parts to be replaced.
12. Contractor shall submit a service report at the end of every service rendered.

OTHER TERMS AND CONDITIONS:

1. Contractor shall provide technicians and necessary labor to put the system in proper working condition in the event of system breakdown.
2. Contractor should provide materials, spare parts, replacement parts and labor necessary to replace parts (separate billing).
3. All works shall be scheduled during non-office hours such as after regular office hours, Saturday, Sunday and Holidays (7:00am to 4:00pm).
4. All works, inspection, testing, etc., shall be coordinated and witnessed by PNOC authorized Representative.
5. The Contractor must ensure that the sprinkler system will not activate during cleaning and testing, except as needed, otherwise the Contractor shall be held liable for water damages to equipment, furniture and fixtures, among others.

6. In case of emergencies or when the system breaks down or needs repair, the contractor must provide the required service within 45-90 minutes in emergency cases and within 24 hours in case of ordinary breakdown upon notice.
 - Submit a status report or service report on the condition of the units within 24 hours after the investigation.
 - Submit recommendations for repair and/or replacement of parts, if necessary. Coordinate with and inform the client and maintenance personnel regarding identified issues and the parts that require replacement.
 - Issue the necessary documents attesting to the safety and reliability of the units.

GENERAL PROVISIONS:

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD Representative 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 at 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 to 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 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.
7. 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 and shall pay actual damages for any and all expenses which may be incurred by PNOC-Admin GSD and its personnel in the defense of any claim, action or suit.
8. The cost of any and all rework and/or restoration of damaged properties due to Contractor's poor workmanship or negligence shall be borne by the contractor.
9. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
10. 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 signage, proper ID and observe company rules and regulations on safety and security.
11. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC-Admin GSD. PNOC-Admin GSD 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.

SITE POSSESSION:

1. The Contractor confirms that he has inspected the site where the work will be performed; that he has knowledge of and/or acquired knowledge thereof on 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 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.
3. The GSD shall designate a specific area to be used by the Contractor as temporary facilities/storage area/administration area in connection with the project.

WARRANTY PROVISIONS:

1. All replacement parts and workmanship provided under this project shall be warranted for a period of one (1) year from the date of acceptance by PNOC.
2. During the warranty period, upon receipt of notice from PNOC, the Contractor shall promptly repair, rectify, replace any deficiencies, defects, failures in materials, workmanship and installed replacement parts at PNOC's sole discretion and at no additional cost to PNOC.

COMPLETION OF WORK:

1. Work shall be accomplished on a contract of regular monthly basis.
2. Agreement shall be for a period of nine (9) months from April to December 2026 or from the date of Notice to Proceed (pro-rated subject to actual start of the contract).

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 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.

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 _____.