



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 April 2026**
Project Title : **Preventive Maintenance of Centralized Air Conditioning Units at PNOC Bldg. 5 and 6**
Reference No. : **2026-04-041**
Total ABC : **Php 500,000.00**
Submission Deadline : **04 May 2026/9:00 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 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 Annual 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 upon issuance of the Notice of Award)
- Accomplished Price Quotation and Compliance Form

Additional Requirements:

- Site Inspection Certificate
- Valid Training Certificate of the AC Technician
- Valid PRC License or proof of licensure of the Mechanical Engineer
- Proof that the bidder has completed at least one (1) Centralized AC project within the last three (3) years (*Submit Project Completion or Acceptance Certificate issued by previous clients proving completion of similar works*)
- Product Data Sheet of the offered chemical

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 / cgervacio@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Preventive Maintenance of Centralized Air Conditioning Units at PNOC Bldg. 5 and 6

LOT NO.	UOM	SCOPE OF WORK	QTY	RATE PER MONTH (P)	TOTAL AMOUNT (P)
1	Lot	<p>Preventive Maintenance of Centralized Air Conditioning Units at PNOC Bldg. 5 and 6</p> <ul style="list-style-type: none"> • Provision of monthly preventive maintenance services • Supply, delivery, and application of water treatment chemicals for the centralized air conditioning units of PNOC Building 5 and Building 6 • Deployment of trained technicians and a qualified chemist to conduct water treatment and perform water quality analysis • The contractor shall provide the necessary tools, equipment, and testing instruments to ensure that the air conditioning units operate efficiently and as intended • Chemical descaling and condenser swabbing services, along with the supply of appropriate chemicals required for the work <p>Please see attached Terms of Reference</p>	1		

Total amount of ABC: **Php 500,000.00**

Contract Duration:	Work should be accomplished on a monthly basis for a period of eight (8) months reckoned from the date of Notice to Proceed (pro-rated based on the actual start of the Contract.)
Location:	PNOC Bldg. 5 and 6, Energy Center, Rizal Drive, BGC, Taguig City
	Quoted price should be inclusive of VAT and all applicable taxes.
	Awarding on per lot basis/one (1) lot.

TERMS OF REFERENCE

- Project:** Preventive Maintenance of Centralized Air Conditioning Units at PNOC Building 6 and Building 5.
- Justification:** To maintain normal operation of the Centralized Air Conditioning units and provide comfortable temperature to working employees.

SCOPE OF WORKS:

The scope of the project includes the provision of monthly preventive maintenance services, as well as the supply, delivery, and application of water treatment chemicals for the centralized air conditioning units of PNOB Building 5 and Building 6. The scope also covers the deployment of trained technicians and a qualified chemist to conduct water treatment and perform water quality analysis. In addition, the contractor shall provide the necessary tools, equipment, and testing instruments to ensure that the air conditioning units operate efficiently and as intended. The project further includes chemical descaling and condenser swabbing services, along with the supply of appropriate chemicals required for the work.

LABOR REQUIREMENT/S:

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

Key Personnel:

- **AC Technician:** A hands-on specialist who is trained and certified to handle, maintain, and troubleshoot an air conditioning system. *(Submit valid training certificate.)*
 - **Chemist:** Responsible for the monitoring, analysis, and control of cooling tower water quality, including the proper selection, dosing, and handling of treatment chemicals to prevent scaling, corrosion, and biological growth, while ensuring system efficiency, safety, and compliance with applicable standards.
 - **Mechanical Engineer:** Oversees the overall project implementation, conducts inspections, and ensures compliance with the Project scope of work. Supervises complex system servicing and certifies the operational readiness of the Air conditioning system. *(Submit a copy of valid PRC License or proof of licensure.)*
2. The bidder must have completed at least one (1) Centralized AC project within the last three (3) years *(Submit Project Completion or Acceptance Certificate issued by previous clients proving completion of similar works)*

OTHER DOCUMENTARY REQUIREMENT/S:

- Provide with a chemical treatment program with the following solutions.
- Provide product data sheet of the offered chemical.
- Chemicals should be factory made or produced.
- Submit inspection certificate

MATERIAL REQUIREMENT:

- The contractor shall provide, among others, the following primary materials as specified.

Treatment chemical for the following:

- Water treatment chemical to prevent scale and corrosion.
- Water treatment chemical to prevent biological growth/slime.
- Water treatment chemical for chiller condenser de-scaling.

A. Operating Data for Building 5:

Total Capacity

Cooling Tower

Type	(5 units x 80TR) Counter Flow Bottle Type CT
Total Capacity	50TR x 5 units
No. of Units	5 Units
Inlet Temperature	34 – 35 deg. C
Outlet Temperature	20 – 30 deg. C
Flow Rate	910 L/min.

B. Operating Data for Building 6:

Make	Cooling Tower (2 units)
No. of Units	1 Unit per operation
Total Capacity	225TR /unit
Type	Cross-flow Square-type CT
Inlet Temperature	34 – 35 deg. C
Outlet Temperature	20 – 30 deg. C
Flow Rate	2925 L/min.

PROJECT EXECUTION REQUIREMENT:

1. Personnel shall be equipped with the proper Personal Protective Equipment (PPE) as recommended by the chemical manufacturer prior to the commencement of work.
2. Open all system drain points, as necessary, to safely discharge used cooling water.
3. Provide monthly delivery of water treatment chemicals for the open recirculating cooling tower system.
4. Perform monthly shock treatment using appropriate chemicals to prevent scaling, corrosion, biological growth, and algae formation, in accordance with the prescribed dosage and application rate. A feeder pump shall be utilized for proper chemical dosing.
5. Conduct general cleaning of the cooling towers, as required. This includes washing the cooling tower basins with clean water to remove slime, silt, dirt, and other residues.
6. Seal all drain outlets and refill the system with clean water up to the required operating level.
7. Perform monthly water quality analysis based on standard parameters for both condenser water and chilled water systems.
8. Remove algae and scale buildup on cooling tower fillers and walls through the application of appropriate chemicals and the use of a high-pressure washer.
9. Carry out general cleaning and removal of all foreign materials within the units. All collected waste shall be properly disposed outside the PNOC compound to prevent contamination of treated systems.
10. Conduct chemical descaling and condenser tube swabbing, as necessary.
11. Perform necessary adjustments on the chiller and cooling tower systems to ensure optimal performance.
12. Ensure that all required scope of work is completed in accordance with project specifications and is acceptable to the client.
13. Conduct a comprehensive final inspection by the Contractor's Engineer prior to turnover to the PNOC Admin GSD Representative.
14. Maintain proper housekeeping at all work areas throughout the duration of the project.
15. Perform testing and commissioning to verify proper system operation.
16. Demobilize all personnel, tools, and equipment upon completion of the work.

GENERAL PROVISIONS:

1. A joint inspection shall be conducted by the Contractor and the PNOC Admin-GSD Representative to verify the actual site conditions and confirm the scope of work, particularly for cooling tower water treatment and associated services.
2. The Contractor shall thoroughly inspect and examine the project site and its surroundings to determine the labor, equipment, materials, facilities, and services required for the proper execution of cooling tower chemical treatment and maintenance activities.
3. The Contractor shall conduct proper planning, including a safety orientation/Toolbox Meeting for all personnel involved, prior to the commencement of any work.
4. Results of water quality analysis shall be submitted within five (5) calendar days after testing.
5. The Contractor shall coordinate all project-related activities, including chemical delivery, dosing schedules, and maintenance works, with the PNOC Admin-GSD Representative for proper monitoring and control.
6. The Contractor shall commence work on the agreed Start Date and execute the works in accordance with the approved Program of Work or Gantt chart. Any updates shall require approval from the PNOC Admin-GSD Representative. The project shall be completed within the duration specified in the Terms of Reference (TOR).
7. The Contractor shall be liable for all fire hazards, chemical handling incidents, occupational accidents, and other related claims arising from injuries or damages in connection with the execution of the project.
8. The Contractor shall indemnify and hold PNOC and its personnel free from any and all liabilities, claims, damages, or expenses arising from injuries to persons or damage to property caused by any act, omission, or negligence of the Contractor, including legal costs incurred by PNOC in the defense of such claims.
9. Any rework, system contamination, or restoration of damaged equipment (including cooling towers, piping, and associated systems) due to poor workmanship, improper chemical dosing, or negligence shall be undertaken by the Contractor at no additional cost to PNOC.
10. The Contractor shall submit a complete list of personnel assigned to the project, including qualifications (e.g., licensed chemist/technician), prior to mobilization.
11. The Contractor shall comply with all applicable health, safety, and environmental regulations, including proper chemical handling, storage, labeling, and disposal. This includes the mandatory use of appropriate Personal Protective Equipment (PPE), installation of safety signage, and adherence to PNOC safety and security protocols.
12. All works shall be executed in a thorough, efficient, and workmanlike manner to the satisfaction of PNOC Admin-GSD. PNOC representatives shall have the authority to inspect, evaluate, and reject any work, materials, or methods deemed non-compliant with the specifications or detrimental to system performance.
13. The Contractor shall follow all established procedures for entry into the PNOC compound, including registration in visitor logs, securing work permits, and complying with security requirements.
14. The Contractor shall provide all personnel with appropriate safety gear, including but not limited to hard hats, safety harnesses, reflectorized vests, gloves, and chemical-resistant PPE.
15. All personnel shall wear proper uniforms and company-issued identification cards at all times within the PNOC premises.
16. The Contractor shall maintain close coordination with the PNOC Admin-GSD Representative throughout the project duration to ensure proper scheduling, monitoring, and execution of all activities.

- 17.Storage areas for materials, tools, and chemicals may be designated by PNOC; however, such storage shall be at the Contractor's risk. PNOC shall not be liable for any loss, damage, or deterioration of stored items.
- 18.The establishment of barracks or temporary living quarters within the PNOC compound is strictly prohibited.
- 19.The Contractor shall submit a detailed Project Schedule (Gantt chart), including timelines for chemical treatment, monitoring, cleaning, and maintenance activities.
- 20.All rejected or non-compliant work shall be rectified or re-executed by the Contractor at no additional cost to PNOC.

SITE POSSESSION:

1. The contractor confirms that he has inspected the site where the work will be performed; that he has informed himself fully as to 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 for outlets.

COMPLETION OF WORK:

- Work shall be accomplished on a contract of regular monthly basis.
- Agreement shall be for a period of eight (8) months. To be pro-rated upon the start of the contract.
- Agreement shall commence reckoned from the date of notice to proceed.

NOTE:

Delays due to work stoppage ordered by GSD shall not be counted against the set completion schedule.

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.

Annex "A"

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 _____.