



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 : **02 September 2026**
Project Title : **Pull-Out, Repair and Re-Installation of Submersible Pumps and Motors; and Preventive Maintenance of Production Wells**
Reference No. : **2026-08-094**
Total ABC : **PhP 994,000.00**
Submission Deadline : **10 September 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

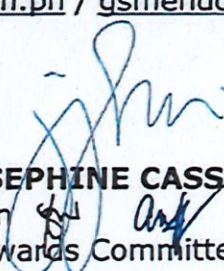
Additional Requirements:

- Bill of Material for Motor Reconditioning Works (under Scope of Work No. 2)
- Bill of Material for Pump Reconditioning Works (under Scope of Work No. 2)
- Proof of completion of at least one (1) similar contract in Pull-out, repair, reinstallation of submersible pump and motor or Maintenance of Production Well for the last five (5) years

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

Pull-Out, Repair and Re-installation of Submersible Pumps and Motors; and Preventive Maintenance of Production Wells (PWs)

LOT	UM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL PRICE (P)
1		Provision of labor, materials, testing instruments, tools, equipment, and supervision to perform all the necessary work for the following scope of work			
	assy.	Scope 1: Pullout, Installation, and Commissioning of Submersible Pump and Motor	3		
	assy.	Scope 2: Diagnostic and Repair of Submersible Pump and Motor	3		
	assy.	Scope 3: Cleaning and Disinfection of Production Well	1		
Total amount of Bid:				PhP>>>	
Total amount of ABC: PhP 994,000.00					
Project Schedule:	Scope 1: Two (2) calendar days per assembly of submersible pump and motor; Scope 2: Fourteen (14) calendar days per assembly of submersible pump and motor; Scope 3: Three (3) calendar days per assembly of submersible pump and motor; Period of mobilization: Three (3) calendar days from receipt of notice of instruction from Park Management Department. The project duration is until December 31, 2026				
Project Site:	PNOC-Industrial Park, Batangas Dos, Mariveles, Bataan				
Pricing:	Quoted price inclusive of VAT and applicable taxes				
Awarding:	Per lot basis/one (1) lot				

SCOPE OF WORK

06.04.26 Rev. 1

- I.** Project Title: **Pull-out, Repair and Re-installation of Submersible Pumps and Motors, and Preventive Maintenance of Production Wells (PWs)**
- II.** Approved Budget for the Contract (ABC): **Php 994,000.00**
- III.** General Scope:

Particular	Unit	Unit Cost	Total Cost (Pesos)
Scope 1: Pullout, Installation, and commissioning of Submersible Pump and Motor	3 assy.		
Scope 2: Diagnostic and Repair of Submersible Pump and Motor	3 assy.		

Scope 3: Cleaning and Disinfection of Production Well	1 assy.		
TOTAL BID	Php		

WORK INCLUDED

The work to be done under this scope of work shall include the supplying and installing of all tools, labors, supervision, equipment, fixtures and all necessary materials required to complete the project.

I. SCOPE OF WORK NO. 1 — Pull-out, Installation and Commissioning of Submersible Pump and Motor

Under this section, the service Contractor shall provide all labor, materials, testing instruments, tools, equipment, and supervision to perform all the necessary work for pull-out, installation and commissioning of submersible pump and motor.

Scope of work shall include but not be limited to the following principal items of work:

- Mobilization/Demobilization of boom truck or equivalent equipment for pull-out of existing pump, motor and riser pipes, including tools, accessories, and personnel to project site.
- Setting up lifting equipment to deep well bore hole.
- Before pull-out of existing submersible pump and motor, conduct insulation resistance test.
- Pull-out existing submersible pump, motor, submersible cable, riser pipes, and submersible wire for sensors.
- Supply of power cable splicing kit, signal submersible cable, and electrodes.
- Installation of submersible pump, motor, submersible cable and splicing, riser pipes including signal submersible cable with electrodes to original setting, and splicing kit (*to be supplied by the Contractor*). Include the necessary riser pipe clamp support to secure installation and final positioning in the well casing.
- Conduct testing and commissioning to be witnessed by PNOC representatives and collect data of pump and motor (insulation resistance test, motor current, voltage reading, pump output and pressure, etc.).
- Housekeeping and demobilization.

II. SCOPE OF WORK NO. 2 — Diagnostic and Repair of Submersible Pump and Motor

Under this section, the service Contractor shall provide all labor, materials, testing instruments, tools, equipment, and supervision to perform all the necessary work to evaluate the cause of submersible pump and motor breakdown including submission of evaluation report and the estimated cost of repair. Perform repair and reconditioning of submersible pump and motor based on the evaluation report. PNOC representative shall witness the opening of pump and motor for inspection.

A. Motor Reconditioning Works

The Contractor shall charge PNOC based on the actual material and labor used in Motor Reconditioning Works, quantity is per motor.

Work Description (Motor)	50 Hp (Motor) in PhP			60 Hp (Motor) in PhP		
PER MOTOR	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost
1. Re-bushing of lower and upper end bell						
2. Rewinding of stator windings						
3. Replacement of thrust bearing						
4. Replacement of diaphragm						
5. Replacement of O-rings						
6. Replacement of lead wires						
7. Replacement of mechanical seal						
8. Machine thrust plate						
9. Assemble and restore to correct clearances						

B. Pump Reconditioning Works base on pump stages

The Contractor shall charge PNOC based on the actual material and labor used in Pump Reconditioning Works base on pump stages, quantity is per pump.

Work Description (Pump)	50 Hp (Motor) in PhP			60 Hp (Motor) in PhP		
PER PUMP	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost
1. Re-bush of intermediate bowl						
2. Re-bushing of suction and discharge bowl						
3. Re-sleeving of bowl						

4. Replace Stainless Steel pump shaft						
5. Machining impeller eye						
6. Balancing of impeller						
7. Assemble and restore to correct clearances						
8. Repainting of unit						

III. SCOPE OF WORK NO. 3 – Cleaning and Disinfection of Production Well

Under this section, the service Contractor shall provide all labor, materials, testing instruments, tools, equipment, and supervision to perform all the necessary work for cleaning and disinfection of production well as aligned to scope of work no. 1

Scope of work shall include but not be limited to the following principal items of work:

- Chemical treatment using sodium hexametaphosphate to loosen suspended particles at casing perforation and walls of casing. Let it stay in the well for a minimum of twelve (12) hours to allow the chemical to react.
- Perform cleaning of well by means of mechanical wire brushing and bailing to remove silts, clay, and other encrustations from slots of screens and the bottom of the well, for a maximum period of eight (8) hours.
- Well disinfection by application of two (2) kilograms of chlorine solution.
- Housekeeping.

IV. GENERAL REQUIREMENTS

The following general notes apply to all scope of works:

A. Mobilization

- Deployment of personnel and hauling of materials, tools, and accessories to project site at PNOG Industrial Park, Barangay Batangas Dos, Mariveles, Bataan.
- Mobilization of boom truck or equivalent to the project site, the Contractor shall submit the updated equipment test certificate, certifying the equipment is in good working condition as conducted by a DOLE-accredited testing company.

B. Safety and Personnel Requirements

- All Contractor's personnel will undergo safety orientation to be conducted by PNOG Safety Officer prior to the start of activities.
- The service Contractor shall provide basic PPE to all workers.
- The Contractor must inspect and evaluate the site condition prior to commencement of work (if necessary).

- The Contractor must prepare the necessary work permits prior to commencing work.

C. On-Call Status and Bid Validity

- The service Contractor shall be on-call status until December 31, 2026.
- For scope of work no. 1, the Contractor shall mobilize at the site within three (3) calendar days (72 – hours) upon issued notice of instruction from Park Management Department.
- Proposals covering labor and material costs for any major repair must be submitted for assessment, documentation, and approval before performing any major works.

D. Demobilization

- Demobilization and Housekeeping: Perform demobilization upon project completion, which includes thorough housekeeping, clearing of all debris, and the complete removal of all tools and contractor equipment from the project area.
- Site Restoration: Restore any areas or structures modified or damaged during the execution of the Scope of Work (including necessary civil works, repainting, etc.) to their original condition.

V. General Description of TPWs

PNOC Industrial Park's Raw Water Distribution System has five (5) test production wells as follows:

Well	Motor Rating	Voltage / Phase	Flow Rate	Riser Pipe Ø	Casing Ø	Depth
TPW#2	50 Hp	460V, 3-Phase	100 m ³ /hr	101.6 mm	203.2 mm	66 m
TPW#3	60 Hp	460V, 3-Phase	100 m ³ /hr	101.6 mm	203.2 mm	66 m
TPW#4	50 Hp	460V, 3-Phase	100 m ³ /hr	101.6 mm	203.2 mm	66 m
TPW#6	60 Hp	460V, 3-Phase	100 m ³ /hr	101.6 mm	203.2 mm	66 m
TPW#7	50 Hp	460V, 3-Phase	100 m ³ /hr	101.6 mm	203.2 mm	66 m

Location: PNOC Industrial Park, Barangay Batangas Dos, Mariveles Bataan, Philippines

VI. PROJECT EXECUTION REQUIREMENTS

A. General Conditions

- The Contractor shall secure from PNOC Park Management all necessary permits before starting the activity.
- The Contractor shall comply with the PNOC Industrial Park Work Permit System and Safety and Health Orientations for all personnel, to be conducted by the PIP HSSE Officer.
- The Contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
- The Contractor shall coordinate with the PNOC representative for the tapping and isolation of the power supply for the equipment to be used.

- The Contractor shall conduct testing and commissioning as witnessed by the PNOC representative.
- The Contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
- The Contractor shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries to persons or damage to property occasioned by any act or omission of the Contractor.
- 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.
- The Contractor must comply with the PNOC Industrial Park rules and regulations on safety, security, and the environment.
- The Contractor shall be liable for all fire, accident, and other related claims arising from injuries and damages that may occur in relation to the execution of the project.

B. Site Possession

- Temporary facilities and stay-ins within PNOC premises are not allowed.
- Tapping of equipment and other related work shall be properly coordinated with the PNOC representative for the provision of electrical power sources.

VII. PROJECT DURATION

- The project duration is until December 31, 2026.

VIII. WARRANTY PROVISIONS

- Minimum of six (6) months warranty.
- Warranty provision includes any work and materials that become defective during the said period shall be corrected/replace by the Contractor at his own expense in a manner satisfactory to PNOC.

IX. PAYMENT TERMS

The following payment terms shall govern the processing of payment for work performed under this contract. Payment shall be processed only for the scope of work that has been authorized, executed, and completed by the Contractor, as verified by PNOC. If only a portion of the contracted work is performed, payment shall be limited to the corresponding contract value of the completed scope, including any associated materials. Costs for mobilization, demobilization, and other general requirements shall be deemed included in the applicable scope of work rates unless otherwise specified.

X. DEFINITION OF SIMILAR PROJECTS

The supplier must have completed at least one (1) similar contract in Pull-out, repair, reinstallation of submersible pump and motor or Maintenance of Production Well for the last five (5) years.

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.
10. Warranty Security pursuant to Section 90 of RA 12009 shall be imposed.
A warranty shall be required from the contract awardee for a minimum period of one (1) year. The obligation for the warranty shall be covered by either retention money or a special bank guarantee in the amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.

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 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 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:
- Carefully examine all of the Bidding Documents;
 - Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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 _____