



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 : **5 June 2024**
Project Title : **2024 Caretaker Services for PNOC Staffhouse, Brgy. Lamao, Limay, Bataan**
Reference No. : **2024-05-051**
Total ABC : **PhP 175,754.31** ✓
Submission Deadline : **13 June 2024 / 09:00 AM**
Place of Delivery : **PNOC-Staffhouse, Brgy. Lamao, Limay, Bataan**

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

Electronic Mail; Password-protected 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
- 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)

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.

Signature Redacted*

ATTY. JOSEPHINE CASSANDRA J. CUI

Chairperson

Bids and Awards Committee

*



Contract: Caretaker Services for PNOC Staff House Lamao, Limay, Bataan

Contract Duration: July 1, 2024 – December 31, 2024

Purpose of the Contract:

The PNOC staff house located at Barangay Lamao, Limay, Bataan, serves as the company's lodging place for PNOC employees/officers who are on official travel for two (2) or more days at Bataan and nearby provinces. To ensure cleanliness and order at all times of the facilities, engaging the services of a contractor to provide caretaker personnel and cleaning supplies and materials are necessary for the maintenance and upkeep of the structures and its environment.

Approved Budget for the Contract (ABC) for 6 months: Php175,754.31

Terms and Conditions of the Contract

A.) Place of Assignment:

PNOC Staff House, Barangay Lamao, Limay, Bataan

B.) Number of Manpower Required:

One (1) personnel.

C.) Qualification of the Contractor and its caretaker personnel to be assigned:

1.1 Qualification of the Contractor:

- a. With permit to operate as manpower services.
- b. Must have been at least five (5) years in operation.
- c. Has the capacity to supply personnel, supplies and materials and its prescribed agency uniform.
- d. Has the capacity to comply with the terms and condition of the contract and financial capacity to pay the assigned caretaker on time.

1.2 Qualifications of caretaker:

- a. preferably male
- b. age between 25- 45 years old;
- c. physically and mentally fit to work;
- d. with no pending criminal or administrative case;
- e. must be fully vaccinated for Covid-19; and

- f. carefully screened and with good moral character

D.) Time/Manner of Reporting:

Six (6) days/week from Monday to Saturday @ eight (8) hours/day work starting at 8:00am to 5:00pm except Legal/Special Holidays/Special Non-Working days.

E.) Scope of Works:

The CONTRACTOR shall supply one (1) personnel to provide the required caretaker services including tools, supplies and materials for the maintenance/janitorial services for all structures and its environment at the PNOC Staff house to ensure cleanliness and order at all times:

I. The aforementioned services shall include but not limited to the following:

- a. Sweeping, spot scrubbing, wet mopping of all lobbies, corridors and floors;
- b. Cleaning, dusting and polishing of all furniture, fixtures and office equipment;
- c. Cleaning and wiping of all glasses on doors, windows and glass partitions;
- d. Cleaning of all stairs and stair landings;
- e. Cleaning and sanitizing of all comfort rooms, its lavatories, doors, walls and fixtures;
- f. Sweeping and cleaning of surrounding premises including daily watering of ornamental plants and garden maintenance;
- g. Disposal of garbage to designated dumping area;
- h. Cutting of grass/shrubs/unwanted trees at the compound;
- i. Housekeeping of the guest rooms;
- j. Assist in identifying damaged/potentially damaged portion of the facilities;
- k. Cleaning of air-conditioning spouts/exhausts;
- l. Cleaning of window blinds;
- m. Weekly test-run of portable generator set;
- n. Assist in minor regular repairs and maintenance works at PNOC facility including carpentry, plumbing works, painting and other maintenance work that may be assigned;
- o. Washing (by machine) and folding of used bedsheets/linens.
- p. Any task/services as maybe assigned by PNOC for the compound.
- q. Periodic reading of electric and water meters and coordinate with PNOC the receipt of the monthly billing to expedite payment of utility bills;
- r. Coordinates with PNOC and submits reports, as needed, on matters pertaining to the general condition/situation within the premises.
- s. Coordinates with the security personnel posted in the compound for any untoward incident discovered within the premises for recording and reporting to PNOC.

II. Shall provide on a quarterly (every first week of each quarter) and annual basis all the janitorial materials/supplies/tools required in performing the services, as described below:

Consumables (Quarterly Supplies) <i>(To be delivered upon commencement of contract and first week of the following quarter month)</i>	Quantity
Emulsion wax (vinyl)	1 gal.
Detergent soap (powder)	3 kgs.
Fabric Conditioner	3 liters
Hand Soap	1 liter
Dishwashing soap	2 liters
Detergent soap (bar)	3 bars
Powdered cleanser	3 kgs
Lysol disinfectant Spray	6 canister (big)
Insect Spray (water-based)	6 canister (big)
Muriatic acid/bleaching agent	1 gal.
Multi-purpose cleaner (liquid)	2 gals.
Alcohol (70% ethyl)	1 liter
Bathroom/Toilet Tissue	6 rolls
Trash Bags (Large size)	90 pieces
Semi-consumables (Quarterly Supplies) <i>(To be delivered upon commencement of contract and first week of the following quarter month)</i>	
Hand pad	15 pcs.
Flannel cloth	12 yards
Sponges	6 pcs
Broom (tambo)	3 pcs.
Broom (tingting)	3 pcs.
Hand brush	6 pcs.
Mop head	6 pcs.
Mop handle	3 pcs.
Dust pan	2 pcs.
Water pail	2 pcs.
Dipper	2 pcs
Toilet pump	2 pcs.
Toilet Bowl Brush	6 pcs
Semi-consumables (Annual supply) <i>(to be delivered upon commencement of the contract and replaced if necessary, due to wear and tear)</i>	
Gardening Bolo	1 pc
Long knife - Heavy Duty	1 pc
Work Gloves	3 sets
Garbage Can (Big size)	1 pc
Garbage bin (plastic)	3 pcs

III. The CONTRACTOR to provide uniform and company ID to the assigned caretaker.

IV. Payroll of caretaker assigned at PNOG staff house must be thru a bank - ATM. Likewise, agency must provide or give pay slip to the caretaker

F.) Other Requirements:

- I. Within ten (10) calendar days from receipt of the Notice of Award but in no case later than the signing of the Contract, the CONTRACTOR shall furnish COMPANY a Performance Security, in any of the following forms:

Form of Security	Amount
1. Cash or cashier's / manager's check issued by a Universal or Commercial Bank.	(5% of the total contract cost)
2. Bank draft/guarantee or irrevocable letter of credit Issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	(5% of the total contract cost)
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	(30% of the total contract cost)

- II. The CONTRACTOR to provide Comprehensive General Liability Insurance for his assigned personnel throughout the duration of this Contract from an insurance company acceptable to the COMPANY, which insurance shall cover the following minimum limits:

- a) Bodily Injury - P150,000.00 each person
150,000.00 each accident
- b) Property Damage - P150,000.00 each property
150,000.00 each accident

The certificate of such insurance policies and official receipts of premium payments shall be submitted to the COMPANY and shall be subject to the COMPANY's approval as to adequacy of protection and coverage.

G.) Other terms and condition

1. In case of any violation of the terms and condition of the contract resulting from its personnel gross negligence or willful misconduct, the erring caretaker personnel will be automatically relieved and a new caretaker personnel shall be posted. In all incident of infractions, the CONTRACTOR shall be formally informed in writing of any non-compliance/violation.
2. Caretaker personnel assigned shall remain as the CONTRACTOR employee. The COMPANY will not be responsible for any incident and/or liabilities incurred during his work assignment.

H. Terms of payment

Payment to the Contractor shall be made monthly, within thirty (30) days from receipt of the statement of account with complete supporting documents such as follows:

1. Daily Time Record of the personnel assigned and attested by PNOC representatives and/or Contractor officer;
2. Proof of remittances of the personnel SSS, Philhealth and Pag-ibig contribution.
3. Tax Clearance (Latest)

4. Quarterly Tax Return (VAT) (Latest)
5. Copy of Pay slip with signature of caretaker to show proof that salary is received by the caretaker.

Any absences made shall be automatically deducted from the monthly payment based on the applicable daily rate.

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

2024 Caretaker Services – PNOC Staffhouse, Brgy. Lamao, Limay, Bataan

ITEM NO	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (₱)
1	lot	<p>2024 Caretaker Services for PNOC-Staffhouse at Brgy. Lamao, Limay, Bataan</p> <p><i>(Period of Engagement: July 1 – December 31, 2024)</i></p> <p>Scope of Work:</p> <ul style="list-style-type: none"> - Provision of one (1) personnel for caretaker services at the PNOC-Staffhouse in Brgy. Lamao, Limay, Bataan on a six (6) day workweek; including tools, supplies and materials for the maintenance/janitorial services <p><i>(Pls. refer to attached terms of reference)</i></p>	1	
Total amount of ABC: PhP175,754.31				
Delivery Schedule:		Six (6) Days per Week Mon-Sat; Eight (8) hours/day work starting at 8:00 AM to 5:00 PM (except Legal/Special Holidays/Special Non-Working Days)		
Delivery Place:		PNOC-Staffhouse, Brgy. Lamao, Limay, Bataan		
		Awarding on a per lot basis/one (1) lot		

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.

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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.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name	:	_____
Designation / Position	:	_____
Name of Organization	:	_____
Address	:	_____ _____ _____
Telephone/Mobile No.	:	_____
Email Address	:	_____
TIN	:	_____
PhilGEPS Registration Number	:	_____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.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 not password-protected and/or 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.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. 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.
7. 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 PNO.