



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 : **20 September 2024**
Project Title : **Building 4A Toilet Construction**
Reference No. : **2024-09-139**
Total ABC : **PhP 900,000.00**
Submission Deadline : **01 October 2024 / 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; 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
- 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)

Additional Requirements:



- Certificate of Inspection
- Product/Technical Data Sheet
Bill of Quantities (BOQ) and Detailed Estimate
PCAB (Phil. Contractors Accreditation Board) License Category D
Completion of at least one (1) project similar scope and nature

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

Building 4A Toilet Construction

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (P)
1	lot	Supply of labor, tools, materials, equipment, and technical supervision for the Construction of Comfort Room at PNOC Bldg. 4A <i>(Pls. refer to attached Scope of Work)</i>	1	
Total Amount of Bid (VAT incl.)				
in figures:				
in words:				
Total Amount of ABC: PhP 900,000.00				
Delivery Schedule:	Within Sixty (60) Calendar Days reckoned from the date of receipt of Notice to Proceed (NTP)			
Delivery Place:	PNOC Building 4A, Energy Center, Rizal Drive, BGC, Taguig City			
Awarding on per lot basis / one (1) lot				
Quoted Price should be VAT inclusive				
Warranty: Two (2) years in workmanship reckoned from the date of final turn over and acceptance				

PHILIPPINE NATIONAL OIL COMPANY

PNOC Building 6, Energy Center.
Rizal Drive, BGC, Taguig City

SCOPE OF WORK

Project : Construction of Comfort Room in PNOC Building 4A

Project Location : PNOC Building 6, Energy Center. Rizal Drive, BGC, Taguig City

Justification : For the Construction of Comfort Room in PNOC Building 4A at PNOC Energy Center

I. SCOPE OF WORK

The contractor shall supply all required labor, tools, materials, equipment, and necessary supervision and technical expertise to execute and complete the Construction of Comfort Room in PNOC Building 4A at PNOC Energy Center

1. Mobilization;
2. Construction of COA Project Billboard
3. As-built plans of the project
4. Temporary Facility
5. Excavation and Backfilling
6. Preparation & execution of reinforced concreting works
7. Metal Works
8. Complete finishing works

9. Plumbing works
10. Electrical works
11. Testing and Commissioning
12. Dismantling of Temporary Facility
13. Testing and Commissioning
14. Cleaning and demobilization.
15. Proper disposal of the construction debris outside the energy compound.

II. LABOR REQUIREMENTS

The minimum key personnel and work experience requirements are the following:

Key Personnel	General Experience
Project Engineer	Minimum 3 years professional experience as a Project Engineer
Safety Officer	S.O. 2 with 3 years minimum professional experience as Safety Officer
Foreman	Minimum of 3 years of being a foreman
Carpenter	Minimum of 3 years of being a carpenter
Electrician	Minimum of 3 years of being an electrician
Painter	Minimum of 3 years of being a painter
Time Keeper	Minimum of 3 years of being a time keeper

The contractor's Project Engineer, Safety Officer, and Foreman must always be present on site whenever work is being performed.

III. EQUIPMENT REQUIREMENTS

Safety Equipment – Helmets & Personal Protective Equipment (PPE) & scaffolding for a safe and stable work environment for specific work.

The minimum major equipment requirements are the following:

Equipment	Capacity	Number of units
Service Vehicle	At least 5 seaters	At least 1
Delivery/ Moving Truck	At least 1,000kg load capacity	At least 1
Jack hammer		At least 1
Electric hand drill	-	At least 2
Grinder	-	At least 2
Sander machine	-	At least 2
Scaffolding	-	At least 2

IV. MATERIALS REQUIREMENTS

a. STRUCTURAL WORKS

- Use 200 PSI 6" CHB for exterior wall and 4" CHB for interior wall on 10mm dia. grade 40 temperature bars spaced at 600mm vertical & horizontal O.C.

b. ARCHITECTURAL WORKS

1. WALL FINISHES

The Contractor shall submit samples for approval prior to installation and/or application.

- **EXTERIOR WALL, PAINT FINISHES GLOSS 3 COAT FINISH**
- **INTERIOR WALL, 60X 60 GLOSS FINISH TILES**
- **INTERIOR WALL, PAINT FINISHES GLOSS 3 COAT FINISH**

2. CEILING FINISHES

The Contractor shall submit samples for approval prior to installation and/or application.

- **PAINT FINISHES FLAT 3 COAT FINISH**
- **CEILING SHALL BE 9mm THK. M.R. GYPSUM BOARD WITH GALVANIZED METAL SUSPENSION SYSTEM. GA 26 GALVANIZED DOUBLE FURRING. USE FULLY THREADED HANGER RODS.**

3. FLOOR FINISHES

The Contractor shall submit samples for approval prior to installation and/or application.

- **60X 60 MATTE FINISH TILES**

4. PAINTING

The Contractor shall submit samples for approval prior to installation and/or application.

- **EXTERIOR PAINT FINISHES GLOSS 3 COAT FINISH (ELASTOMERIC PAINT)**

5. HARDWARE

The Contractor is required to submit the item samples for approval prior installation.

DOORS

- **HINGES, HEAVY DUTY BUTT HINGE**
- **PVC PANEL DOOR & JAMB WITH LOUVER**
- **LOCKSET S.S. LEVER HANDLE**

WINDOWS

- **AWNING WINDOW, 6MM THK CLEAR GLASS ON PVC FRAME IN BLACK COLOR FINISH**

6. ROOFING

- **ROOFING FRAMES (TUBULAR 2..X2X4X6M)**
- **ROOFING, USE PRE-PAINTED G.I. – 0.95M X 14TFT X 0.40MM THK.USE ROOFING DOUBLE SISES ALUMINUM INSULATION FOIL ¼" THK.SAGROD, USE (500MMX 12MM PLAIN BAR WITH STD. NUTS & WASHERS AT BOTH ENDS**

c. **PLUMBING WORKS**

1. WATERLINE

Tap to existing water supply line

- **CLEAN WATER LINE, USE POLYPROPYLENE RANDOM COPOLYMER PIPE (PPR), TAP TO EXISTING**

2. SANITARY & DRAINAGE

Tap to existing sewer line

- **SEWER LINE, USE POLYVINYL CHLORIDE PIPE (PVC), TAP TO EXISTING**

3. PLUMBING FIXTURES

- **LAVATORY, WATER CLOSET & URINALS, PORCELAIN, FLUSH MECHANISM PLASTIC LOW-FLOW FLUSH**
- **FAUCETS, CHROME-PLATED ONE HANDLE CONTROL**
- **BIDETS SET, S.S. SHOWER HOSE, SPRAYER AND HOLDER**
- **FLOOR DRAINS, S.S. WITH FLAPPER**
- **TRAPS, USE POLYVINYL CHLORIDE PIPE (PVC)**
- **CLEAN-OUT PLUGS, USE POLYVINYL CHLORIDE PIPE (PVC)**

d. ELECTRICAL

1. Complete electrical wiring installation shall be provided

- **Rigid Steel Conduits (RSC)**
- **Non-metallic conduit**
- **Wires (use #12 THHN stranded wires)**
- **Flexible Conduit**
- **Conduit fittings & boxes**
- **Circuit Breakers – use GFCI (Tap to existing circuit breaker)**
- **Wiring devices- outlets use 2-gang weather proof convenience outlet w/ ground plate slim**
- **Switches- use standard plastic switch**

2. Lighting Fixtures

- **Recessed Lighting, use LED light for general lighting**

V. BILL OF QUANTITIES

The contractor may refer to the table below for the preparation of the Bill of Quantities.

Bill of Quantities

No.	Description	Qty.	Unit	Unit Cost (PHP)	Total Cost (PHP)
I	General Requirements				
	Mobilization/ Demobilization	1	lot		
	Plans, Specifications & As-built	1	lot		
II	Site work				
	Earthwork- Excavation & Backfilling	26	sqm		
III	Reinforced Concreting Works (Footing, Columns & Beams) incldg. Preparation				
	Cement (Type 1P)	105	bags		
	Sand (ordinary)	5.81	cu.m		
	Gravel (3/4")	1217	cu.m		

No.	Description	Qty.	Unit	Unit Cost (PHP)	Total Cost (PHP)
	Rebars- 10mm dia. Grade 40	159	pcs		
	Rebars- 12mm dia. Grade 40	84	pcs		
	Forms works (3/4" board)	15	pcs		
	Accessories (nails, tie wires)	1	lot		
IV	Masonry Works (inclgd. Reinforcements)				
	6" CHB for exterior wall and 4" CHB for interior wall	1018	pcs		
	10mm dia. Temp bars	55	pcs		
	Cement for plastering, mortar, floor topping works & counter top	108	bags		
	Sand for plastering, floor topping works & counter top	40	cu.m		
	Ordinary sand for mortar	6	cu.m		
	Accessories (nails, tie wires)	1	lot		
V	Metal works				
	Roofing frames (tubular 2mmx2x4x6m)	9	pcs		
	Roofing materials (pre-painted G.I.- 095mx 14ftx 0.40m THK)	12	pcs		
	Insulations (double sided aluminum insulation foil)	44	pcs		
	Sag rod (550mmx 12mm plain bar with std. nuts & washers at both ends)	42	pcs		
	Accessories (fastener, screws, water sealant)				
VI	Finishes				
	Paints (exterior wall gloss finish)	75	sqm		
	Paints (interior wall gloss finish)	48	sqm		
	Paints (ceiling flat finish)	26	sqm		
	Skim coating	149	sqm		
	Adhesives	74	sqm		
	Accessories	1	lot		
	9mm gypsum board for ceiling (moisture resistant)	12	pcs		
	Metal Furring	50	pcs		
	Accessories 2 - Putty, screws, rivet	1	lot		
	Counter top synthetic stone with marine plywood in laminate finish	2	sets		
	12mm THK wood laminate (moisture resistant) for	4	sets		

No.	Description	Qty.	Unit	Unit Cost (PHP)	Total Cost (PHP)
	cubicle partitions incldg. its Doors & door hardware				
	Doors (PVC-type) with louver incldg. Jambs & hardware (male & female)	2	sets		
	Window (awning type) analok frames	2	sets		
	Accessories 3- fasteners, sealants & hardware	1	lot		
VII	Plumbing Works				
	Water line system (tap to existing)	1	lot		
	Sanitary line system	1	lot		
	Drainage line system	1	lot		
	Lavatories	4	sets		
	Urinals	2	sets		
	Water closet	4	sets		
	Floor drains	4	sets		
	Accessories (flange, valves, tissue holder, mirrors)	1	lot		
VIII	Electrical works				
	Lighting system	1	lot		
	Power system	1	lot		
	Pinlights LED	6	pcs		
	Emergency lights	2	sets		
	Outlets (2-gang) weather proof	4	set		
	Switches (2-gang) gfci	2	sets		
	Exhausts fans	2	sets		
	Accessories (circuit breakers, panel boards, ducting)	1	lot		
IX	Labors				
	Manpower	1	lot		
	PROJECT COST				
X	Value Added Tax	1.00	lot		
	Vat (12% of the project Cost)				
GRAND TOTAL in PHP (Inclusive of 12% Tax)					

DRAWINGS

The contractor should refer to Architectural Floor Plan and Electrical Layout.

VI. PROJECT EXECUTION REQUIREMENTS

A. Methodology Requirements

1. Submission of Gantt chart for determination of activities and timelines.
2. Mobilization
 - a. The Contractor shall validate and check any conditions on-site which may have an effect on the work and shall immediately notify PNOC commencing the works.
 - b. A COA project billboard shall be posted on the construction site on a tarpaulin sign board suitably framed for outdoor display at the project location and shall be posted as soon as the award has been made. The tarpaulin shall have the following specifications:

Tarpaulin, white 8ft x 8ft
 Resolution: 70 dpi
 Font: Helvetica
 Font size: Main Information –3"
 Sub-Information – 1"
 Font Color: Black
 - c. The Contractor shall provide safety signage/ early warning signs visible at the jobsite.
 - d. The Contractor shall install, operate and maintain adequate number of temporary hoists, scaffolds, runways, ladders, and the line as required for the proper execution of the work. Safety precautions shall at all times be observed.
 - e. All temporary services and facilities installed by the Contractor shall be removed by the Contractor on completion of this Contract. The Contractor shall restore any damage, alteration, caused by such removal and during the project implementation.
3. Site works – earthworks (excavation and back filling).
4. Supply, preparation and execution of reinforced concreting works for the footing, columns & beams.
5. Supply, preparation and execution of masonry works.
6. Supply, preparation and execution of all metal works for roofing.
7. Supply and application of waterproofing on floor and wall on fixture area.
8. Supply, preparation and execution of all finishing works (tiling, painting including doors, windows and hardware).
9. Supply, preparation and execution of plumbing rough-ins.
10. Supply, preparation and execution of electrical works.
11. Testing and commissioning of plumbing and electrical systems.
12. Clearing of punch lists.
13. Hauling of all debris outside the PNOC Energy Compound.

ADDITIONAL REQUIREMENTS:

A. General Conditions

1. The Contractor must do inspection and actual measurements on all areas to be done by the scope of works prior to submission of bid to arrive to an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work. No inspection should be ground for disqualification of bids in evaluation.
2. The Contractor is required to secure the required Surety, Performance and Guarantee Bonds prior to the commencement of work.
3. The Contractor shall commence the 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.

4. 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.
5. The work shall be executed in the best and thorough manner throughout the project timeline and to the satisfaction of PNOC-Admin GSD, as represented by its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their 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.
6. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.
7. The contractor is required to submit the following items subject for approval of PNOC prior to commence of the Work:
 - a. Construction Methodology
 - b. BOQ with Weighted Percentage
 - c. Manpower Histogram
 - d. Tools and Equipment Histogram
 - e. Work Schedule and S-Curve; and
 - f. Safety Program
8. The contractor shall secure the following requirements prior to execution of works:
 - a. PNOC Energy Center Work Permit System; and
 - b. Safety and Health Orientations of all personnel by PNOC Energy Center HSSE Officer.
9. The contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
10. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
11. The contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
12. 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 including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
13. The cost of any and all rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the contractor.
14. The Contractor shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.

B. Site Possession

1. The CONTRACTOR confirms that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect the nature, extent, and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of the failure of the CONTRACTOR to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.
2. Tapping of equipment and other related work shall be properly coordinated with PNOC Energy Center-Admin GSD designated representative for provision of electrical power source for outlets.

3. The GSD shall designate a specific area to be used by the CONTRACTOR as temporary facilities/storage area/ administration are in connection with the project.

C. Contract Interpretation

The contract documents, specifications and drawings are mutually complimentary. In case of conflict, what is noted in one although not shown in another shall be considered contained in all. The specifications shall prevail over the drawings. The documents forming the contract shall be interpreted in the following order of priority:

1. Contract/Construction Agreement
2. Letter of Acceptance
3. Contractor's Bid
4. Specifications
5. Drawings
6. Bill of Quantities
7. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
8. All works shall be properly coordinated with PNOC Energy Center- Admin GSD.

VII. PROJECT DELIVERABLES

The contractor shall submit the following after the completion of the project and before processing of the final billing.

- a. Three (3) sets of complete as- built plans (architectural and electrical) signed and sealed blue prints.
- b. Electronic copy for the as- built plans (AutoCAD and PDF).
- c. The contractor shall submit a draft as-built plan, in PDF format, one month before the completion date of the project for the review and comments of the PNOC- Admin GSD. Submission of the as-built plans is required prior to the release of the final billing.

VIII. PROJECT DURATION

Work should be completed within sixty days (60) calendar days reckoned from the date of receipt of the Notice to Proceed.

NOTE: Delays due to work stoppage (related to contractor's noncompliance to Safety, Health, Security, and Environmental policies of PNOC-Admin GSD) ordered by PNOC-Admin GSD will still be counted to the original contract duration; i.e. no suspension of time shall be granted to the contractor.

IX. WARRANTY PROVISIONS

The warranty shall be TWO (2) years in workmanship reckoned from the date of final turn over and acceptance.

X. DEFINITION OF SIMILAR PROJECTS

The contractor must have completed at least one (1) project of similar scope and nature to the one in this agreement.

The contractor must be a Small B contractor with PCAB License in category C or D.

XI. ABC = Php 900,000.00 (inclusive of all taxes – 12%)

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 68 of the Revised IRR of RA 9184.

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 PNOC.