



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 : **November 25, 2022**
Project Title : **Repair at PNOC Tagaytay Highland Property**
Reference No. : **2022-11-288**
Total ABC : **PhP998,000.00**
Submission Deadline: **December 5, 2022 / 5:00 PM**
Delivery Location : **PNOC Property, Savannah St., The Verandas at Saratoga Hills, Tagaytay Highland, Brgy. Suplang and Sulpoc, Tanauan City Batangas**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and cdbbool@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Omnibus Sworn Statement (Unnotarized) copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment).
- PCAB License
- Income / Business Tax Return

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.

Thank you.


EVANGELINE B. ALBAYTAR
Chairperson
Bids and Awards Committee





PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

REPAIR AT PNOG TAGAYTAY HIGHLAND PROPERTY

SCOPE OF WORK:

1. Supply of all materials, personnel and equipment needed for the project.
2. Safety precautions at the project site.
3. Repair and replacement of gutters and rain chains.
4. Replacement of Dilapidated fascia boards.
5. Replacement of Eave lighting to Recessed LED lights.
6. Replacement of recessed lights and spot lights at Living room.
7. Replacement of Hanging ceiling lamp at Entrance
8. Replacement of all indoor lighting fixtures to LED.
9. Repair of Metal gate, fence and railings.
10. Replacement of Outdoor electrical pull box.
11. Re-varnishing of wooden appurtenances (Main doors, Bedroom Doors, Stair Rails, etc.)
12. Exterior and Interior Repainting

II. LABOR REQUIREMENTS:

1. Contractor must be knowledgeable in General Civil Works especially working at heights and Painting Works.
2. Contractor shall provide a qualified supervisor or lead foreman present whenever work is being performed at the project site.
3. Contractor shall provide experience and qualified manpower capable of providing quality work.

III. MATERIAL REQUIREMENTS:

PAINT:

1. Masonry Primer (Flat Latex)
 - 1st Coat
 - Color: White
 - Water-based, lead and mercury free
 - Low VOC (Volatile Organic Compound)
 - Overcoat Interval: 1 hour
2. Wood Primer (Flat Enamel)
 - 1st Coat
 - Color: White
 - Drying Time: 1 hour
 - Overcoat interval: 2 hours
3. Metal Primer (Epoxy Primer)
 - 1st Coat
 - Color: Gray
 - Drying Time: 2 hours
 - Overcoat interval: 8 hours
4. Masonry Finishes (Acrylic Semi-Gloss Latex)
 - 2nd and 3rd Coat (Final Coat)
 - Color: For Approval of PNOG

- 100% Acrylic-based
 - Dirt pick-up resistant
 - Drying Time: 1 hour
 - Overcoat interval: 2 hours
5. Wood Finishes (Quick Drying Enamel)
 - 2nd and 3rd Coat (Final Coat)
 - Color: For approval of PNOC
 - Drying Time: 2 hours
 - Overcoat interval: 8 hours
 6. Metal Finishes (Acrylic Epoxy Paint)
 - 2nd and 3rd Coat (Final Coat)
 - Color: For approval of PNOC
 - Chemical and Stain Resistant
 - Weather Resistant
 - Drying Time: 30 minutes
 - Overcoat interval: 4 hours

ROOFING:

1. Gutter
 - Pre-painted
 - Pre-formed (Please see existing gutter)
 - Color: Brown (Please see existing gutter)
 - thickness: Gauge 26

LIGHTING FIXTURES:

1. Balcony Lighting Fixtures (30pcs)
 - LED
 - Recessed
 - Square
 - White Frame
 - Warm White Lighting
 - 9 watts
2. Living Room Recessed spot lights (6 sets)
 - LED
 - Recessed
 - Double Headed
 - White Frame
 - Soft White Lighting
 - 5 watts
3. Indoor Lights (35 pcs)
 - LED
 - Warm White
 - 9 Watts

NOTE: All these are for the approval of PNOC management and can be subjected to changes during Actual Execution. Must be approved by PNOC.

IV. PROJECT EXECUTION REQUIREMENTS:

1. Contractor must first have a coordination meeting with PNOC - Head Office, GSD representatives regarding all house rules and regulations

2. Contractor to submit scheduled works for GSD to coordinate with HOA regarding renovation and repair works.
3. Contractor to submit accomplished Permit To Work (Form provided by PNOC) with attached list of Personnel and photocopies of their corresponding vaccine cards.
4. Contractor to complete necessary permits by the HOA.
5. Contractor shall install caution signs or barriers to keep personnel or other people from coming into the work area.
6. Clear the area first by removing all furniture and items, and covering all fixtures in the work area.

Gutter

7. Installation of scaffolding and other necessary staging equipment.
8. Removal of dilapidated gutters, fascia boards and other accessories.
9. Installation of new gutters, flashing, drop outlets, and fascia boards.
10. Installation of new rain chains at existing locations where gutter drop outlet is located.

Lighting Fixtures

11. Removal of existing balcony lighting fixtures and installation of new recessed lighting fixtures and new retro ceiling light for main door entrance.
12. Removal of existing double headed spot lights at the living room and installation of the new recessed LED double headed lamps
13. Replacement of LED Bulbs inside the rooms and other areas inside the house
14. Replacement of Ceiling hanging light lamp at the entrance area as per approved by PNOC.

Metal Gate, Fence and Railings

15. Grinding of worn out members and corroded areas to clean out surface
16. For small portions, spot weld to patch-up the steel member.
17. For Large portions that were corroded, patch-up with a similar galvanized steel sheet and weld to existing steel members.
18. Grind out welds to smooth out surface

Electrical Pull Box

19. Removal of Existing Electrical pull box and installation of new electrical pull box and organization of electrical cables present in the existing pull box

Repair of Screen Doors

20. Replacement of Flushed Screen door handles for all screen doors in the house.
21. Replacement of Screen Door locks.

Painting and Varnishing

22. Identify major and minor cracks and apply appropriate crack re-patching measures.
23. Grind crack surface to level out exterior surface
24. Proceed with surface preparation for all areas for repainting. These includes removal of existing paint and surface cleaning.
25. Exterior and Interior Repainting of said structures
26. Varnishing of Doors, Wooden Stair ways and other wooden appurtenances in the building.
27. At the end of the workday, the Contractor shall remove all equipment, material and supplies from the work areas.
28. Contractor to haul debris outside the compound.

V. OTHER REQUIREMENTS AND CONDITIONS:

- a. Contractors must do inspection and actual measurements on all areas where repairs are to be done.
- b. The Contractor shall commence work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the contractor, as updated, with the

approval of the GSD representative and complete the project by the completion date as indicated in the TOR.

- c. The contractor should submit a work plan schedule for the whole duration of the project.
- d. The contractor is required to coordinate all activities and work relative to the project with the GSD representative for proper monitoring and coordination.
- e. Contractor should provide all workers with proper safety equipment whichever is applicable (i.e., helmet, harness, gloves, eye shield, safety shoes, etc.)
- f. The contractor must conduct a proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
- g. The management will assign the contractor certain rooms or areas where materials and equipment may be stored, but this will be at the contractor's risk as the management / authorities will not be liable for any damage or loss.
- h. The contractor will not be permitted to have any stay-in workers in the premises.
- i. It shall be distinctly understood that the number of coats of material recommended by the manufacturer specifies a minimum. Even with a material of specified quality, mere applications of the stated number of coats will not assure acceptance, unless a sample of the quality of the workmanship and the hiding qualities of the work is approved.
- j. Defects discovered during the Punch List Inspection shall be corrected as soon as possible.
- k. Contractor shall protect all interior fixtures and other building elements. If any damage occurs the contractor will be liable to repair the said damage in accordance to the methods that will be approved in advance by the PNOC admin.
- l. If there is a requirement to have any tree, shrub, plant, or any other items moved or in any way disturbed the contractor should bring the request to the attention of the GSD Representative. It shall be the responsibility of the PNOC Representative to involve the appropriate people regarding final disposition of the request from the contractor. If there are any grass areas disturbed by the contractor or any subcontractor during the duration of the project it shall be the responsibility of the contractor to make the repairs per specifications provided by the authority.
- m. The contractor shall clean all paint spots, oil and stains from floors, glass, hardware, metal works and all similar items and leave the floors broom clean upon completion.
- n. The cost of any and all rework and/or restoration of damaged properties due to Contractor's poor workmanship or negligence shall be borne by the contractor.
- o. The contractor should adhere to all rules, regulations and policies set by the HOA.
- p. The Contractor must comply with the Tagaytay highland's homeowners association's requirements in conducting repair works (See attached contractor's application for permit to work).

VI. COMPLETION OF WORK:

- Work should be completed within Sixty (60) Working Days (Monday to Friday schedule only) reckoned from the date of receipt of the notice to proceed.
- Works are only permitted from 8:00AM to 5:00PM weekdays.

NOTE: Delays due to work stoppage ordered by PNOC shall not be counted against the set completion date.

VII. WARRANTY PROVISIONS:

- The warranty shall be One (1) year on materials and workmanship reckoned from the date of final turnover and acceptance.

VIII. DEFINITION OF SIMILAR PROJECTS:

- Any project that will involve the supply and installation of roofs or gutter and repainting projects.

Item No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	Repair at PNOC Tagaytay Highland Property (ABC: PhP998,000.00)	1	
Location Address		Savannah St., The Verandas at Saratoga Hills, Tagaytay Highlands, Brgy. Suplang and Sulpac, Tanauan City, Batangas		

PROJECT TITLE: Repairs at PNOC Tagaytay Highland Property

DETAILED ESTIMATE		Qty	UM	Unit Price	UM	MATERIAL COST	LABOR COST
SCOPE OF WORK:							
Preliminaries							
	Mobilization & Demobilization	1	lot				
	Permits and Licenses	1	lot				
Demolition							
Replacement of Gutters							
	Gutter	120	l.m.				
	Pre-painted and Pre-formed Galvanized steel Gutter	120	meters				
	GI Plain Strap	360	pcs				
	Blind Rivets	5	boxes				
	Pre-painted Flashing	120	meters				
	Blind Rivets	5	boxes				
	Gutter Drop Outlet	15	pcs				
	Rain chains, 6mm, Stainless	50	lm				
Lighting Fixtures							
	LED Recessed Lighting Square, White Frame	30	pcs				
	LED Recessed Lighting, Double Head, Adjustable Spot Light	6	pcs				
	LED Retro Ceiling Light for Main Door	1	set				
	LED Bulbs Warm White, 9W	35	pcs				
	Hanging Ceiling light lamp	1	set				
Repair of Metal Gate, Fencing and Balcony Railings							

	Welding Rod	10	boxes				
	Oxygen (Content Only)	3	tank				
	Acetylene (content only)	3	tank				
	Galvanized Steel	20	pcs				
	Cutting Disc	5	pcs				
	Grinding Disc	5	pcs				
	Replacement of Outdoor electrical pull box						
	Outdoor electrical pull box	2	pcs				
	Repair of screen doors						
	Flushed Screen Door Handles	50	pcs				
	Aluminum Door flushed lock (Privacy Lock)	35	pcs				
	Replacement of damaged Fascia Boards						
	Fascia Board	50	l.m.				
	Hardiflex, 4.5mm x 4ft x 8ft (2.88 sq.m.)	6	pcs				
	Assorted Nails	5	kg				
	Exterior & Interior Repainting						
	Total Surface Area	1000	sqm				
	Primer	40.00	gallons				
	Semi Gloss (Double Coat)	80.00	Gallons				
	Paint Thinner	10	Gallons				
	Patching Compound	10	Gallons				
	Rust converter, 1L	20	Liters				
	Paint Brushes	20	pcs				
	Paint Roller	20	pcs				
	Sand Paper	20	dozen				
	Revarnishing of Wooden Rails, doors, etc.						
	Total Surface Area	200	sqm				
	Clear Gloss Varnish	10	Liters				
	Thinner Lacquer	10	gal				
	Lacquer Putty	8	gal				
	Wood Stain	8	gal				
	Paint Brushes	20	pcs				
	Sand Paper	20	dozen				
	Equipment						
	Scaffolding	20	sets				

	Welding Machine	2	set				
	Oxyacetylene	2	set				
	Harness	10	sets				
	TOTAL						
	MARK-UP (10%)						
	VAT (12%)						
	TOTAL PROJECT COST						
	APPROVED BUDGET OF CONTRACT (ABC)						

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.

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 : _____

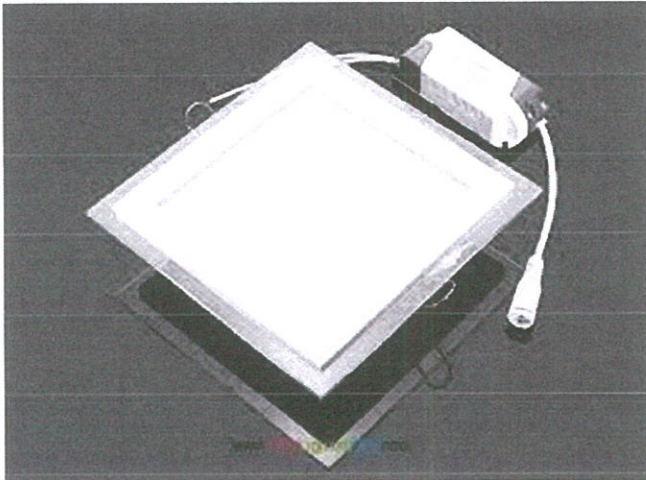
Name of Organization : _____

Organization Address : _____

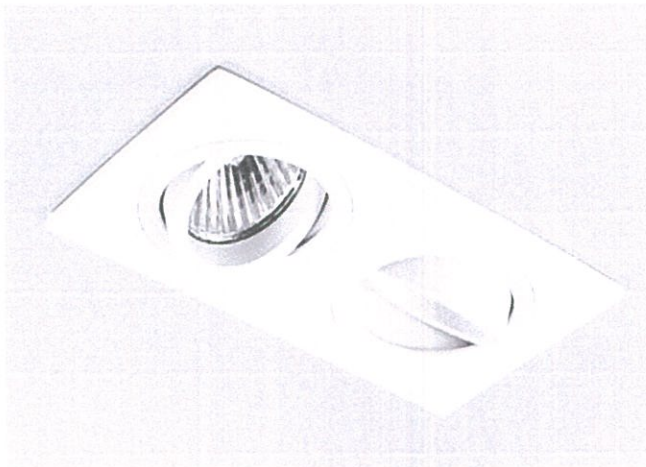
Tel No. / Mobile No. and Email Address : _____

FOR REFERENCE:

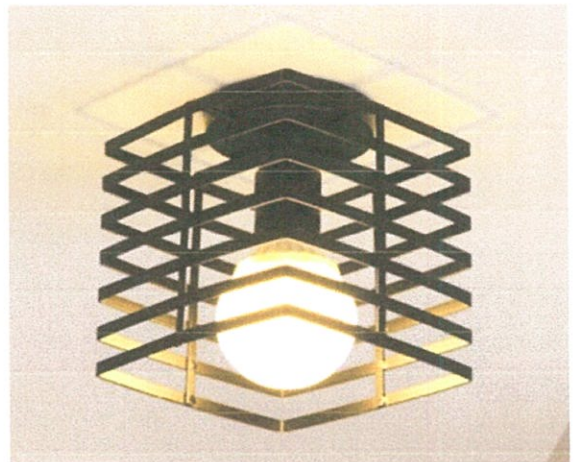
Balcony Lighting Fixtures



Living Room Recessed spot lights



Modern retro ceiling light



Existing Hanging Ceiling light lamp (Replacement for Approval)



NOTE: All images are to be used as basis only and it is still subject to approval of PNOC.