



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://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 : **11 April 2023**  
Project Title : **2023 Caretaker Services – PNOC Tagaytay Property**  
Reference No. : **2023-04-124**  
Total ABC : **PhP 352,000.00**  
Submission Deadline: **19 April, 2023 / 10:00 AM**  
Place of Delivery : **PNOC-Tagaytay Property, Savannah Street, The Verandas, Saratoga Hills, Tagaytay Midlands, Brgy. Suplang, 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](mailto:procurement@pnoc.com.ph) and [gsmendoza@pnoc.com.ph](mailto:gsmendoza@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)
- 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.

Thank you.

  
**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee

## TERMS OF REFERENCE

**Project Title** : 2023 Caretaker Services  
**Contract Duration** : May 1, 2023 to December 31, 2023

### Terms and Conditions

1. The coverage/scope of maintenance works/services shall include the following:
  - a. Maintain cleanliness of PNOC Tagaytay property
  - b. Maintenance of household equipment and appliance/apparatus in order to maintain its good working condition
  - c. Do minor repairs and maintenance work
  - d. The contractor shall ensure that the property is operational and in good working condition
  
2. Requirements
  - a. Contractor/agency must be at least 5 years in operation
  - b. Contractor must be ISO certifies (ISO 9001:2015)
  - c. All contracted personnel shall ensure they follow the instructions from PNOC in carrying on their daily task.
  - d. PNOC at any time, may request for the substitution and/or replacement of personnel assigned. Such request shall be provided within twenty-four (24) hours upon receipt of request.
  - e. PNOC may have the option to select the personnel to be assigned at the Tagaytay property subject to the contractor's employment policy.
  - f. The contractor shall exercise control and disciplinary authority over the personnel assigned to perform the services subject of the agreement.
  - g. The contractor shall hereby agree to hold PNOC entirely free and harmless from any liability, cause/s of action, claim or claims that may be filed by the personnel.
  - h. The contractor shall provide Comprehensive General Liability Insurance (CGLI).

### Scope of Works / Duties and Responsibilities

1. Supply two (2) personnel for housekeeping services at PNOC property in Tagaytay on a six (6) day workweek
2. Personnel assigned shall do general cleaning and other chores such as:
  - a. Thorough cleaning of window glass panels (interior/exterior)
  - b. Scrubbing of tiled floors and terraces, and mopping of all timber floor planks
  - c. Thorough dusting/vacuuming of walls, doors and jamb, handrails, ledges, cabinets and furniture
  - d. Complete wash down and sanitation of comfort rooms and kitchen area
  - e. Washing/drying of linens/towels
  - f. Gardening

- g. Household chores like cooking, dishwashing, marketing and the like for the PNOC's guests and visitors during their stay in the said property
- 3. **To do minor repairs/maintenance works such as carpentry, electrical, plumbing works, etc.**
- 4. Report to PNOC representative any untoward incident that may occur within the property or its immediate environment
- 5. Report to PNOC representative any loss or damage to the property, its furniture, fixtures and appliances
- 6. Perform any other related duties as may be assigned by PNOC

**Additional Requirement: Consumable supplies/materials/equipment**

<b>Consumables</b>			
<b>Item Description</b>	<b>UOM</b>	<b>QTY</b>	<b>FREQ</b>
Hand Pad – hand cleaner (scotch brite – double sided)	pcs	4	Quarterly
Flannel cloth – rags, plannela cloth	pcs	4	Quarterly
Broom Tambo – soft broom tambo	pcs	2	Quarterly
Broom stick (ting ting)	pcs	4	Quarterly
Dustpan (plastic)	pcs	2	Quarterly
Pail – water pail, plastic	pcs	2	Every other month
Toilet pump, Brush, Toilet Bowl brush (plastic)	pcs	2	Every other month
<b>Personal Protective Equipment</b>			
<b>Item Description</b>	<b>UOM</b>	<b>QTY</b>	<b>FREQ</b>
Hand Gloves, Rubber	pair	3	Quarterly
Surgical mask / washable mask	pcs	30	Monthly
Uniform	pcs	4	Semi-annual
Face shield	pcs	4	Semi-annual

*Note: PPE should be on a per pax basis*

Contract Duration: May 1, 2023 to December 31, 2023

**Important:**

**Employee wages and benefits must be in accordance with the Philippine Labor Laws and existing Social Insurances (SSS, Pag-ibig, Philhealth, etc.).**

PHILIPPINE NATIONAL OIL COMPANY  
 BREAKDOWN OF RATES  
 MONDAY – SATURDAY

<b>CARETAKER - TAGAYTAY</b>	
Employee Rate per Day	
A. Amount Due to Personnel	
a.1 Basic Pay	
a.2 Incentive Leave Benefits (5 days)	
a.3 13 <sup>th</sup> Month Pay	
	Sub-total A
B. Government Dues	
b.1 PAG-IBIG fund Contribution	
b.2 SSS Premium Contribution	
b.3 PHILHEALTH	
b.4 Employee Compensation Fund	
	Sub-total B
C. Administrative Fee	
D. Value Added Tax	
Total Monthly Cost per Personnel	
No. of Personnel	
No. of Months	
Total Cost	
Inflation Rate (6%)	
Grand Total	
<b>TOTAL BID AMOUNT</b>	

**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 : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Nos. and Email Address : \_\_\_\_\_