



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 May 2023**
Project Title : **Preventive Maintenance of 500kW and 2x900kW Stand-By Generator Sets at PNOC Buildings 5 and 6**
Reference No. : **2023-05-140**
Total ABC : **PhP 550,145.47**
Submission Deadline: **22 May 2023 / 10:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

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 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)
- 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
- SEC/DTI Certificate
- Submission of at least three (3) satisfactorily completed repair or maintenance project

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

PHILIPPINE NATIONAL OIL COMPANY

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

Project: Preventive Maintenance of 500Kw and 2x900Kw Stand-by Generator Sets at PNOB Building 5 and 6.

Justification: To Maintain the Availability of Emergency Stand-by Power during Normal Power Outage.

SCOPE OF WORKS:

The scope of the project shall be to provide technical service for a one (1) time preventive maintenance and tune-up service of 1x500Kw and 2x900Kw standby generator system including but not limited to the machines cooling system, engine, filters, plumbing system, transfer switches, fuel delivery system and associated components. The contractor shall conduct PM check-up and PMS (change oil, change coolant and change filters), PMS of genset's alternator and breaker . PM check-up scope is as follows:

A. Lubricating system

- Check for leaks
- Check engine oil level
- Check hydraulic governor oil level
- Check and change full flow filters; by-pass filter
- Check and change engine oil. Governor hydraulic oil
- Lubricate moving parts of the unit

B. Cooling system

- Check for leaks
- Check for radiator air restriction
- Check the hose and connections
- Check coolant level
- Check and change water coolant
- Check belt conditions & tension
- Check fan hub, drive pulley & water pump
- Check and change water filter
- Clean cooling system

C. Air intake system

- Check for leaks
- Check air cleaner restriction
- Check piping & connections
- Check clean crankcase breather or change air cleaner element

D. Fuel system

- Check for leaks
- Check governor leakage
- Check fuel line & connections
- Check and change fuel filter
- Check and clean or change float tank breather

E. Exhaust system

- Check for leaks
- Check for exhaust restriction

- Check and clean or drain condensate trap

F. Engine

- Check for unusual vibration
- Tighten mounting hardware
- Clean the engine
- Check engine related protection system

G. Electrical

- Check MDP & ATS
- Check safety controls & alarms
- Conduct insulation resistance and polarization index

H. Generator operation

- Start generator & visually inspect for leaks
- Check & record oil pressure, water temperature, current, voltage and etc.
- Check indicators lamps
- Clean-up the unit
- Set the controller in remote mode before leaving the site
- Record equipment run-hours
- Fill-in report and notify of any problem (if any) before leaving the site

LABOR REQUIREMENT/S:

- Skilled electrician, supervising mechanical or electrical engineer.
- Bidder must have at-least five (5) years of experience in handling and contracting mechanical/electrical projects (Submit SEC or DTI certificate).

OTHER DOCUMENTARY REQUIREMENT/S:

Submit at-least Three (3) satisfactorily completed generator repair or maintenance project. As proof, Bidder must submit certification issued by the client (NOA, NTP, PO/Contract, or Certificate of completion) to attest to the satisfactory service rendered by the contractor.

MATERIAL REQUIREMENT:

1. The contractor shall provide, among others, the following primary materials as specified:
 - ❖ One (1) lot Heavy duty diesel engine oil (15W-40 Full Synthetic) and high grade radiator coolant (60% Glycol and 40% Demineralised water), Same as per brand Oil Filters, Fuel Filters, Water/Fuel Separators and Air Filters/Cleaners
2. All supplied materials should conform to the unit manufacturer's specifications.
3. All materials should be good quality and made by a well known manufacturer.
4. All materials should be factory produced, no fabricated items for the project will be accepted except when required but subject to the knowledge and approval of PNOC representative.
5. Contractor must observe uniformity of supplied materials for the project
6. All materials for the project shall be subjected to inspection and acceptance by the PNOC Admin-GSD representative prior to commencement of work.

PROJECT EXECUTION REQUIREMENT:

1. Mobilization of manpower, materials and equipment.
2. Conduct thorough checking/inspection of the units.
3. Check units alternator and starter for defect.
4. Disconnect all power supply and terminals.
5. Disassemble and evaluate the units.
6. Check and clean all parts.
7. Conduct Insulation resistance, winding resistance and polarization index test.
8. Check cooling system (radiator) for leaks and repair as necessary prior to flushing and refill of water and coolant additive.
9. Check for fuel and oil leaks and do required action.
10. Replace all machine filters (fuel filter, oil filter, air filter/cleaner, fuel/water separator and water filter (if applicable)).
11. Replace engine oil with high grade/premium generator set oil.
12. Check/clean crankcase breath tube/hose.
13. Check cooling condition, belt tension and condition (replace as necessary).
14. Inspect all electrical connections and wiring harness clips/support.
15. Check engine protection system.
16. Read and check all parameters to verify if any adjustment is required.
17. Check and clean system hoses (replace if necessary).
18. Air blow and vacuum clean the unit to eliminate dust and carbon residues.
19. Clean the unit by the use of safe solvent motor cleaner.
20. Lubricate moving parts of the unit that requires greasing
21. All needed works must be complete and acceptable to make the generator units functioning in good condition.
22. A comprehensive final checking of the work should be conducted prior to turn-over. All unacceptable work must be replaced and/or re-worked at no additional cost to PNOC.
23. All work area must be cleared and cleaned.
24. Testing, monitoring and commissioning.
25. Demobilization of personnel, tools and equipments.

GENERAL PROVISIONS:

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive to an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work.
3. The Contractor is required to secure the required Surety, Performance and Guarantee Bonds prior to the commencement of work.
4. The contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
5. The contractor is required to coordinate all activities and work relative to the project with the PNOC Admin-GSD representative for proper monitoring and coordination.
6. 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 PNOC Admin-GSD representative and complete the project by the completion date as indicated in the TOR.
7. The Contractor shall be liable for all fire and accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.

8. 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 of omissions of the contractor including any and all expenses which may be incurred by PNOC-Admin GSD and its personnel in the defence of any claim, action or suit.
9. 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.
10. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
11. 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.
12. The work shall be executed in the best and thorough manner throughout the project timeline 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.

SITE POSSESSION:

1. The CONTRACTOR confirms that he has inspected the site where the work will be performed; that he has informed himself fully as to 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 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-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 area in connection with the project

COMPLETION OF WORK:

- Work should be completed in Twenty-one (21) calendar days from 7:00am onwards reckoned from the date of receipt of the notice to proceed

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

WARRANTY PROVISIONS:

- All equipment, materials and workmanship shall be guaranteed for a period of Six (6) months from date of acceptance. At any time within the period of guarantee and upon notification, the contractor shall repair and/or rectify all the deficiencies, including replacement or repair of parts, at the sole option of PNOC.

PROJECT ABC: PhP 550,145.47

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (P)
1	lot	<p>PREVENTIVE MAINTENANCE OF 500KW AND 2X900KW STANDBY GENERATOR SETS AT PNOC BUILDINGS 5 AND 6</p> <p>(Pls. refer to attached terms of reference)</p> <p>ABC: PhP550,145.47 APP: 23CA-03I</p>	3	
Delivery Schedule:		Within Twenty-One (21) Calendar Days reckoned from the receipt of Notice to Proceed (NTP)		
Delivery Place:		PNOC-Main Office, BGC, Taguig City		

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 : _____