



**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 : **5 June 2023**  
Project Title : **Servicing of Generator Set at PNOC-Industrial Park**  
Reference No. : **2023-05-141**  
ABC : **PhP 64,685.00**  
Submission Deadline: **15 June 2023 / 10:00 AM**  
Place of Delivery : **PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan**

Accomplished Price Quotation/Proposal and Compliance Forms may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph) and [procurement@pnoc.com.ph](mailto:procurement@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

**PHILIPPINE NATIONAL OIL COMPANY**

**Park Management Department**

**PNOC Industrial Park**

Batangas II, Mariveles, Bataan

**TERMS OF REFERENCE (TOR)**

<b>Project</b>	:	Servicing of GenSet
<b>Project Location</b>	:	PNOC Industrial Park (R1 and P1)
<b>Justification</b>	:	Generator Set at R1 reach the 250 running hours which requires first preventive maintenance services per manufacturer recommendations to ensure good condition of the equipment and continue its operation as back-up power source for the area.

**I. SCOPE OF WORK:**

The contractor shall provide all necessary labor, tools, materials, equipment, supervision and technical expertise to implement and complete the "Provision for the Servicing of GenSet".

Scope of Work 1 (PMS of Generator set 1);

1. Supply and replace diesel engine lube oil.
2. Supply, delivery and install filter such as fuel, oil, and air filter to serve as replacement on existing.
3. Reset and configure generator set controller.
4. Check the wiring thread of the alternator and electric control parts.
5. Check equipment support/vibration isolator.
6. Measure valve clearance, intake = 0.30mm, exhaust = 0.35 mm, make adjustment if needed.
7. Check and adjust the tension of fan belt and adjust if needed.
8. Check the tightening torque of engine bolt's and nuts.
9. Check battery status and provide recommendation.
10. Provide service report.
11. Housekeeping and demobilization

Scope of Work 2 (Assessment of Generator set 3);

1. Inspection and troubleshoot Generator set # 3.
2. Check fuel water separator and replace as needed.

3. Check fuel pump.
4. Check injection pump.
5. Check battery status.
6. Assess generator set control panel.
7. Provide assessment report indicate all materials/part subject for replacement.
8. Housekeeping and demobilization

**II. MATERIALS REQUIREMENTS:**

1. Air filter (1109010-385) or any equivalent – 1 pc
2. Oil filter (FAWDE,1012010A36DF) or any equivalent – 2 pcs
3. Fuel filter (FAWDE, 1117050A29DB),(LJB03) or any equivalent – 2 pcs  
(FAWDE, 1117025-621), ( LA439) or any equivalent – 1 pc
4. Engine lube oil (15W/40) – 2 pail (16L/pail)

**III. PROJECT EXECUTION REQUIREMENTS:**

1. Contractor shall attend a scheduled kick-off meeting before the start of the project.
2. Contractor shall install caution signs and appropriate safety devices to protect all personnel working on the job site.
3. Contractor should provide a safety oil spill kit at job site.
4. The contractor shall comply with the following requirements prior to execution of works:
  - a. PNOC Industrial Park Work Permit System; and
  - b. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer.

Violating PNOC work permit process will be subject to a penalty of 1/10 of 1% of the total project cost.

**For Scope of Work 1;**

1. Drain diesel oil of oil sump and fuel injection pump of generator set 1, clean the oil sump carefully and change the lubricating oil.
2. Clean the strainer of the oil collector.
3. Check and adjust the injection pump advance angle.
4. Replace engine lube oil.
5. Replace fuel filter.
6. Replace oil filter.
7. Replace Air filter.

8. Check and retighten if needed the nut on the driven-gear of oil pump using torque wrench.
9. Check and retighten if needed the bolts on the main bearing using torque wrench.
10. Check and retighten if needed the bolts on the connecting rod using torque wrench.
11. Check and retighten if needed the bolts on the cylinder head using torque wrench.
12. Check the tension of fan belt, adjust if needed.
13. Clean the fuel integral tank, fuel transfer pump strainer and fuel line.
14. Reset and configure generator set controller.
15. Contractor must do testing and commissioning as witness by PNOC representative.
16. Contractor must submit complete and detail service report.
17. Contractor should properly dispose generated waste material at PNOC staging area
18. Housekeeping and demobilization.

For Scope of Work 2;

1. Contractor must conduct assessment and troubleshooting of generator set #3.
2. Remove and check fuel water separator.
3. Remove and check fuel, oil, and air filter.
4. Check fuel pump and repair as needed.
5. Check injection pump and repair as needed.
6. Check battery status and provide recommendation.
7. Assess generator set control panel.
8. Contactor should provide detail assessment report and list of material found to be defective as basis for the procurement of said item.
9. Housekeeping and demobilization

**IV. PROJECT DURATION**

Project must be completed within ten (10) calendar days reckoned from the date of receipt of the Notice to Proceed/Purchase Order.

**V. WARRANTY PROVISIONS**

The warranty shall be One (1) year for materials and services reckoned from the date of final turn-over and acceptance.

**VI. DEFINITION OF SIMILAR PROJECTS**

A project that involves preventive maintenance services of generator set.

**VII. ABC = Php 64,685.00 (inclusive of all taxes)  
APP NO. : 23MO-05C5**

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (P)
1	lot	<p><b>SERVICING OF GENERATOR SET AT PNOC- INDUSTRIAL PARK</b>  <b>Scope of Work:</b>                      The contractor shall provide all necessary labor, tools, materials, equipment, supervision and technical expertise to implement and complete the provision for the servicing of Generator Set.                      Preventive Maintenance Servicing (PMS) of Generator Set 1                      Assessment of Generator Set 3</p> <p>(Pls. refer to attached terms of reference)</p> <p><b>Materials Requirement:</b>                      1. Air filter (1109010-385) or any equivalent = 1 pc.                      2. Oil filter (FAWDE, 1012010A36DF) or any equivalent = 2 pcs.                      3. Fuel filter (FAWDE, 1117050A29DB), (LIB03) or any equivalent = 2 pcs.                      (FAWDE, 1117025-621), (LA439) or any equivalent = 1 pc.                      4. Engine lube oil (15W/40) = 2 pail (16L/pail)</p> <p>ABC: PhP64,685.00                      APP: 23MO-05C5</p>	1	
Delivery Schedule:		Within Ten (10) Calendar Days upon receipt of Purchase Order (PO)		
Delivery Place:		PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan		

## 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 : \_\_\_\_\_