



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: **May 25, 2023**
Project Title: **Supply and Installation of Concrete pole at Records Center**
Reference No.: **2023-05-156**
Total ABC: **PhP515,833.40**
Submission Deadline: **June 1, 2023 / 5:00 PM**

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)
- Income/Business Tax Return
- Omnibus Sworn Statement (Unnotarized) copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment).

Additional Requirements:

- Submit SEC or DTI Certificate
- Submit a satisfactorily completed high tension electrical pole installation or replacement projects. 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.
- Submit Inspection certificate

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
8 

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

TERMS OF REFERENCE

SUPPLY AND INSTALLATION OF CONCRETE POLE AT RECORDS CENTER

SCOPE OF WORKS:

The scope of the project will be the supply, delivery and installation of concrete Electrical pole to replace the existing pole that has visible damage in the surface. This includes provision of trained line man, supervising engineer, appropriate test instrument, tools and equipment. Work also includes dismantling of concrete Electrical pole accessories and re-installation of the same upon replacement of the damaged pole. The expertise and supervision must be with full competence that meets the requirements of PNOC.

LABOR REQUIREMENT/S:

- Project shall be supervised by an electrical engineer.
- Workers should be trained/experienced lineman.
- Bidder must have at-least five (5) years of experience in handling and contracting high tension electrical projects (Submit SEC or DTI Certificate).

OTHER DOCUMENTARY REQUIREMENT/S:

- Submit a satisfactorily completed high tension electrical pole installation or replacement projects. 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.
- Submit Inspection certificate

MATERIAL REQUIREMENT:

1. The contractor shall provide, among others, the following primary materials as specified
 - ❖ 1 unit of 50ft in height, Class H5, min. of 37"Ø TIP concrete electrical pole with anchoring
2. Supplied unit should be designed to carry 34.5Kv electrical pole accessories.
3. Materials should be factory manufactured, no fabricated items for the project will be accepted except when required but subject to prior approval of PNOC representative.

PROJECT EXECUTION REQUIREMENT:

1. Properly position warning signs and safety gadget prior to start of work.
2. Assist PNOC maintenance in shutting-off load break switch (LBS).
3. Conduct cable tagging of high tension electrical cables prior to isolation from line to load side of fuse cut-outs to maintain proper phasing of conductors.
4. Carefully loosen ASCR cables by the use of appropriate tools.
5. Cautiously dismantle and bring down concrete pole accessories (pole line hardwares, cross-arm, 3x75Kva distribution transformers, fuse cut-out and arrester).
6. Carefully pull-out defective concrete pole by the use of appropriate equipment and tools to be placed in the area identified by PNOC.
7. Conduct pit preparation for the replacement pole.
8. Erection of the new 50ft. electrical concrete pole.
9. Re-install galvanized steel cross arm incorporated with individual support along with insulators with appropriate anchor rods and pins fixed with suitable bolt, locknuts and washer.
10. Re-install high tension ACSR cables fixed by the use of stringer to avoid cable sagging and maintain uniform cable installation fixed in insulators by line-ties by the use of appropriate line tools.

11. Re-install cut-out fuses and power transformers hanged by appropriate holder/support and fixing bolts.
12. Re-install system grounding and arrester cabling.
13. Check, clean and recondition pole mounted transformer and fuse cut-out terminals prior to Reconnection and termination. Do necessary adjustment as required.
14. Provide concrete pole anchoring for additional support and stability.
15. Duly check all connections and termination.
16. Any adjustment on the system shall be provided by the contractor.
17. All needed works must be complete, acceptable and functioning as required.
18. A comprehensive final checking of the installation should be conducted prior to turn-over. all unacceptable work must be replaced and/or re-worked at no additional cost to PNOC.
19. Conduct standard electrical testing by the use of appropriate and calibrated testing instruments.
20. All work area must be cleared and cleaned.
21. Energization, testing and commissioning.
22. 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 must conduct planning and safety orientation meeting to all personnel involved in the work prior to commencement.
4. 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
5. 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 based in the NTP.
6. 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.
7. 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.
8. 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.
9. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
10. 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.
11. 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.
12. The contractor should follow proper procedures for entering the compound (i.e., visitor's log books, Contact Tracing forms, presentation of vaccine cards, etc.)
13. Contractor should provide all workers with proper safety equipment (i.e., hard hats, harness, reflectorized vest, etc.)
14. The employees and workers are required to wear proper uniforms and IDs at all times within compound premises.

15. The contractor is required to coordinate all activities and work relative to the project with the GSD representative for proper monitoring and coordination.
16. 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.
17. The contractor is not allowed to set-up barracks / Temporary quarters for their workers within PNO Compound.

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 PNO 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 PNO-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 seven (7) calendar days reckoned from the date of receipt of the notice to proceed. Work can be done after office hours from 5:00pm onwards daily and 7:00am onwards on weekends or holidays.

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

WARRANTY PROVISIONS:

- Equipment warranty:
 - One (1) year on material and workmanship 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 of parts or entire unit, at the sole option of PNO.
- The contractor shall be responsible in providing claims, doing or arranging parts replacement and servicing for the warranty during the warranty period. The end-user shall not be redirected by the contractor to other entities including suppliers or OEMs in executing the warranty.
- If any has been omitted in any item of work or materials which are necessary for the completion of the work as outlined herein, then such item must be and hereby provided /included to complete the system

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	Supply and Installation of Concrete Pole at Records Center (ABC: PhP515,833.40)	1	
Contract Duration:		Seven (7) Calendar days reckoned from the date of receipt of Notice to Proceed		

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 : _____