



**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 : **15 December 2022**  
Project Title : **2023 Caretaker Services – PNOC Staffhouse, Lamao, Limay, Bataan**  
Reference No. : **2023-EPA-032**  
Total ABC : **PhP322,700.00**  
Submission Deadline: **21 December 2022 / 10:00 AM**

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 [hdvallano@pnoc.com.ph](mailto:hdvallano@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).

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. This is part of the Early Procurement Activities of PNOC through the 2023 National Expenditure Program.

Thank you.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee

**TERMS OF REFERENCE**  
**2023 Caretaker Services at PNOC Staff House**

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**A.) Project Title:**

Caretaker Services for PNOC staff house

**B.) Project Duration:**

January 01, 2023 to December 31, 2023

**C.) Place of Assignment**

PNOC Staff House, Barangay Lamao, Limay, Bataan

**D.) Number of Manpower Required and its qualification:**

One (1) personnel  
Male  
Age between 25 – 45 years old  
Physically and mentally fit to work  
Carefully screened and with good moral character

**E.) Time/Manner of Reporting:**

Six (6) days/week @ eight (8) hours/day work from Monday to Saturday starting at 8:00am to 5:00pm except Legal/Special Holidays/Special Non-Working days.

**F.) Scope of Works:**

The CONTRACTOR shall supply the necessary personnel to provide the required caretaker services including tools, supplies and materials for the maintenance/janitorial services for all structures and its environs at the PNOC Staffhouse to ensure cleanliness and order at all times:

- I. The aforementioned services shall include but shall not be limited to the following:
  - a. Sweeping, spot scrubbing, wet mopping of all lobbies, corridors and floors;
  - b. Cleaning, dusting and polishing of all furniture, fixtures and office equipment;
  - c. Cleaning and wiping of all glasses on doors, windows and glass partitions;

- d. Cleaning of all stairs and stair landings;
  - e. Cleaning and sanitizing of all comfort rooms, its lavatories, doors, walls and fixtures;
  - f. Sweeping and cleaning of surrounding premises including daily watering of ornamental plants and garden maintenance;
  - g. Disposal of garbage to designated dumping area;
  - h. Cutting of grass/shrubs/unwanted trees at the compound;
  - i. Housekeeping of the guest rooms;
  - j. Assist in identifying damaged/potentially damaged portion of the facilities;
  - k. Cleaning of air-conditioning spouts/exhausts;
  - l. Cleaning of window blinds;
  - m. Assist in minor regular repairs and maintenance works at PNOC Facility including carpentry, plumbing works, painting and other maintenance work that may be assigned;
  - n. Washing (by machine) and folding of used bedsheets/linens.
  - o. Any task/services as maybe assigned by PNOC for the compound.
  - p. Periodic reading of electric and water meters and coordinate with PNOC the receipt of the monthly billing to expedites payment of utility bills;
  - q. Coordinates with PNOC and submits reports, as needed, on matters pertaining to the general condition/situation within the premises.
  - r. Coordinates with the security personnel posted in the compound for any untoward incident discovered within the premises for recording and reporting to PNOC.
- II. Shall provide on a quarterly (every first week of each quarter) or annual basis all the janitorial materials/supplies/tools required in performing the services, to include the following:

<b>Consumables (Quarterly)</b>	<b>Quantity</b>
Emulsion wax (vinyl)	2 gals.
Solvent liquid wax (wood/cement)	2 gals.
Detergent soap (powder)	6 kgs.
Detergent soap (bar)	3 bars
Powdered cleanser	4 kgs

Lysol disinfectant Spray	6 bottles
Insect Spray (water-based)	6 bottles
Muriatic acid/bleaching agent	1 gal.
Multi-purpose cleaner (liquid)	2 gals.
Hand Sanitizer	2 liters
Bathroom/Toilet Tissue	6 rolls
Trash Bags	90 pieces
<b><i>Semi-consumables (Quarterly)</i></b>	
Hand pad	15 pcs.
Flannel cloth	12 yrds.
Sponges	6 pcs
Broom (tambo)	3 pcs.
Broom (tingting)	3 pcs.
Hand brush	6 pcs.
Mop head	6 pcs.
Mop handle	3 pcs.
Dust pan	2 pcs.
Water pail	2 pcs.
Dipper	2 pcs
Toilet pump	2 pcs.
Toilet Bowl Brush	6 pcs
Plastic sprayer (for hand sanitizer)	2 pcs.

***Semi consumables (Annual)***

Gardening Bolo	1 pc
Bolo/knife-Heavy Duty	1 pc
Work Gloves	2 pcs
Garbage Can (Big size)	1 pc
Garbage bin (plastic)	3 pcs

III. The CONTRACTOR to provide uniform and company ID to the assigned caretaker.

IV. Payroll of caretaker assigned at PNOC staff house must be thru a bank - ATM. Likewise, agency must provide or give pay slip to the caretaker

**G.) Other Requirements:**

I. Within ten (10) calendar days from receipt of the Notice of Award but in no case later than the signing of the Contract, the CONTRACTOR shall furnish COMPANY a Performance Security, in any of the following forms:

<b>Form of Security</b>	<b>Amount</b>
1. Cash or cashier's / manager's check issued by a Universal or Commercial Bank.	(5% of the total contract cost)

2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	(5% of the total contract cost)
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	(30% of the total contract cost)

II. The CONTRACTOR to provide Comprehensive General Liability Insurance for his assigned personnel throughout the duration of this Contract from an insurance company acceptable to the COMPANY, which insurance shall cover the following minimum limits:

- a) Bodily Injury - P150,000.00 each person  
150,000.00 each accident
- b) Property Damage - P150,000.00 each property  
150,000.00 each accident

The certificate of such insurance policies and official receipts of premium payments shall be filed with the COMPANY and shall be subject to the COMPANY's approval as to adequacy of protection and coverage.

**H.) Terms of payment**

Payment to the Contractor shall be made monthly, within thirty (30) days from receipt of the statement of account with complete supporting documents such as follows:

1. Daily Time Record of the personnel assigned and attested by PNOC representatives and/or Contractor officer;
2. Proof of remittances of the personnel SSS, Philhealth and Pag-ibig contribution.
3. Tax Clearance (Latest)
4. Quarterly Tax Return (VAT) (Latest)

**I.) ABC for twelve (12) months: Ph322,700.00**

<b>TOTAL BID AMOUNT</b>

## TERMS AND CONDITIONS

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
6. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
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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 : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Organization Address : \_\_\_\_\_

Tel No. / Mobile No. and Email Address : \_\_\_\_\_