



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 : **05 March 2024**
Project Title : **2024 Preventive Maintenance of PNOC Gym Equipment**
Reference No. : **2024-02-010**
Total ABC : **PhP 48,000.00**
Submission Deadline : **11 March 2024 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Password-protected PDF copy to email address:
or newprocurement@pnoc.com.ph

Physical Submission **Sealed envelope to PNOC Procurement Management Division at the above address**

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number

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.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / gsmendoza@pnoc.com.ph.

Thank you.

Signature Redacted

JENNIFER R. RACHO
Chairperson
Bids and Awards Committee

Preventive Maintenance of PNOG Gym Equipment

Scope of Work:

1. Perform QUARTERLY preventive maintenance services to the following Gym Equipment at the PNOG Gym to keep it in good running condition and ensure safety of the gym users.

a. Treadmill: 2 units Impulse Fitness PT400

- *General cleaning and inspection of External components;*
- *General cleaning and inspection of Internal components;*
- *Calibration of LED Keyboard;*
- *Tread Belt alignment and tension adjustment;*
- *Lubrication of running deck;*
- *Mileage Record;*
- *Wire harness check-up and tightening (terminal connection);*
- *Voltage Reading of Treadmill; and*
- *Submission of Service Report including recommendation of parts replacement and/or part repair*

b. Elliptical: 1 unit Impulse Fitness PE350 Elliptical Trainer/Machine

- *General cleaning and inspection of External components;*
- *General cleaning and inspection of Internal components;*
- *Calibration of LED Keyboard;*
- *Tension adjustment of Poly V-belt;*
- *Lubrication of Lambda chain, pedal arm, bushings, and bearing assemblies;*
- *Mileage / Step record;*
- *Wire harness check-up and tightening (terminal connections);*
- *Voltage Reading; and*
- *Submission of service report including recommendation of part replacement and/or part repair*

c. Recumbent Bikes: 2 units Impulse Fitness PR300

d. Spinning Bike: 1 unit Impulse Fitness PS300

- *General cleaning and inspection of External components;*
- *General cleaning and inspection of Internal components;*
- *Calibration of LED Keyboard;*
- *Lubrication of bushing, crank arms, and bearings;*
- *Tension adjustment of Poly V-belt;*
- *Mileage Record;*
- *Wire harness check-up and tightening (terminal connections);*
- *Voltage Reading; and*
- *Submission of service report including recommendation of part replacement and/or part repair*

e. Strength Machines:

- e1. 1 unit Impulse Fitness IT9300 Dual Adjustable Pulley**
- e2. 1 unit Impulse Fitness IT9312 Shoulder Press**
- e3. 1 unit Impulse Fitness IT9322 Lat Pulldown/Vertical Row**
- e4. 1 unit Impulse Fitness IT9301 Chest Press**
- e5. 1 unit Impulse Fitness IT9310 Leg Press**
- e6. 1 unit Impulse Fitness IT7009 Flat Bench**
- e7. 1 unit Impulse Fitness IT7011 Multi Adjustable Bench**
- e8. 1 unit Impulse Fitness IT7014 Flat Bench Press**
- e9. 1 unit Impulse Fitness IT7003 Ab Bench**
- e10. 1 unit Impulse Fitness IT7004 Stretch**

- *Lubrication of guide rod;*
- *Cleaning of cables and pulleys;*
- *Check-up of roller guide seat;*
- *Check-up gas shocks; and*
- *Recommendation regarding wearing parts or replacement thereof (e.g. upholstery and wear cover).*

2. Contractor shall provide maintenance personnel to conduct regular maintenance, repair and adjustment of all gym equipment;
3. Contractor shall provide maintenance personnel on an on-call basis within three (3) hours after receipt of service call from PNOC;
4. Contractor must be **ABLE** to supply and install replacement parts, if deemed necessary. Cost of replacement parts will be for the account of PNOC;
5. The Preventive Maintenance Contract will be for one (1) year: (1st Quarter to 4th Quarter of 2024);

Note: Payment will be thirty (30) days after the quarterly preventive maintenance service is conducted.

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Item No.	UOM	Technical Specifications	QTY	Total Bid Amount (P)
1	lot	Quarterly Preventive Maintenance of PNOC Gym Equipment Inclusive Period: (1 st Quarter – 4 th Quarter of 2024)	1	
Total amount of ABC: Ph48,000.00				
Delivery Schedule:		Quarterly preventive maintenance visits (total of four (4) visits) upon receipt of approved Purchase Order (PO)		
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.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

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/Mobile No. : _____
Email Address : _____
TIN : _____
PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.