



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 : **23 April 2024**
Project Title : **Rewinding and Overhauling of Three (3) Units Aircon Compressor at PNOC Bldg. 5**
Reference No. : **2024-04-026**
Total ABC : **PhP 486,240.00**
Submission Deadline : **29 April 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
- 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.

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*

ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee

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PHILIPPINE NATIONAL OIL COMPANY

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

Project: Rewind and overhauling of Three (3) Units Aircon Compressor at PNOC Building 5

Justification: Need to provide sustainable temperature to designated area

LABOR REQUIREMENT/S:

- Project supervised by a mechanical engineer.
- Provide Skilled AC technicians/installers.
- Bidder must have at-least three (3) years of experience in handling and contracting air conditioning projects.
- Bidder should be a mechanical contractor.
- Bidder should have completed at-least three (3) similar projects of the same nature in the last 3 years.

PROJECT EXECUTION REQUIREMENT:

1. Coordinate with PNOC representative
2. Unbolt, Dismantling and Hauling of unit from site to shop for repair.
3. Dismantling of parts and accessories.
4. Strip out old windings of stator and note down original winding data.
5. Chemical cleaning of bare stator and filling of rough edges.
6. Cut to size nomex insulation.
7. Complete rewinding of stator coils using heavy armored magnet wire.
8. Varnishing and baking.
9. Insulation test of stator coils.
10. Replacement of piston ring and piston rod.
11. Replacement of suction flapper valve, discharge flapper valve and compressor gasket.
12. Cleaning of compressor (internal and external parts).
13. Replacement new compressor oil.
14. Installation of newly re-wind and overhauled compressors.
15. Replacement of filter core.
16. Charging of required R22 freon enough to make the ACU operate at normal state.
17. Testing and commissioning.
18. Return waste materials to PNOC.
19. 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.

COMPLETION OF WORK:

- Work should be completed in thirty (30) 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:

- 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 of parts or entire unit, at the sole option of PNOC and without cost to PNOC.

Definition of Similar Project:

Supply, installation and commissioning of air conditioning compressor in commercial and industrial establishments.

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Rewinding and Overhauling of Three (3) Units
Compressor Motor at PNOC Building 5**

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
1	unit	Rewinding and Overhauling of Three (3) Units Compressor Motor at PNOC Bldg. 5			
		Compressor #1 Capacity: 10 Tonner Brand: <i>Copeland</i> Unit Location: G/F Zone 1 / Compressor #2 (ABC: PhP161,760.00)	1		
		Compressor #2 Capacity: 10 Tonner Brand: <i>Copeland</i> Unit Location: 2/F Zone 1 / Compressor #2 (ABC: PhP162,720.00)	1		
		Compressor #3 Capacity: 10 Tonner Brand: <i>Copeland</i> Unit Location: 3/F Zone 2 (ABC: PhP161,760.00)	1		
		(Pls. refer to attached terms of reference)			
Total amount of ABC: PhP486,240.00					
Delivery Schedule:		Within Thirty (30) Calendar Days upon receipt of Purchase Order			
Delivery Place:		PNOC-Main Office, BGC, Taguig City			
Awarding on a per lot basis/one (1) lot					

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.