



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 : **4 July 2024**
Project Title : **Engagement of 3rd Party Service Provider to Conduct Hauling of Residual Waste and Siphoning / Desludging of Septic Tanks at PNOC-ESB**
Reference No. : **2024-07-084**
Total ABC : **PhP 98,400.00**
Submission Deadline : **16 July 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.


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



TERMS OF REFERENCE

PROJECT: Hauling of Residual Waste and Siphoning/Desludging of Septic Tanks from PNOC-Energy Supply Base, Mabini, Batangas

JUSTIFICATION: For proper disposal of accumulated residual waste and maintenance, de-clogging and disposal of accumulated contents of septic tanks inside PNOC Energy Supply Base, Mabini, Batangas in compliance to environmental law particularly in Republic Act 9003 (Ecological Solid Waste Management).

SCOPE OF WORK:

1. The contractor shall supply and deliver labor, tools, equipment and technical supervision necessary to completely execute the above project.
2. The contractor shall provide hauling equipment, tools and trained manpower, and undertake the hauling and disposal of residual waste from PNOC Energy Supply Base, Mabini, Batangas to DENR – accredited disposal facility.
3. For hauling of residual waste, the contract shall cover forty (40) cubic meter (CBM) of waste hauled in increment of ten (10) CBM per truckload per trip for a total of four trips/engagement or a single trip/engagement of forty (40) CBM load of residual waste.
4. For the siphoning activity, the contract shall cover eight (8) CBM of siphoned wastewater / sludge from septic tanks inside PNOC – ESB hauled in two engagements of four (4) CBM each trip or single engagement of eight (8) CBM.
5. The contractor shall provide a copy of accreditation as residual waste hauler and be responsible for securing other necessary valid permits, certificates, and clearances for the hauling and disposal of residual waste materials, at its own expense, from the proper government offices. Said permits, certificates, and clearances shall be submitted to PNOC – ESB team prior to implementation of hauling activities.
6. The Contractor agrees to conform with the provisions of all laws, ordinances, rules, and regulations pertaining to the work under the Contract. It shall give all notices required by such laws, ordinances, rules and regulations, pay all fees payable to any public authority or official in respect to the work herein provided.
7. Fuel, lubricant, maintenance and repair costs for the hauling equipment shall be for the Contractor's account.

LABOR REQUIREMENTS:

1. Contractor must be DENR- accredited and knowledgeable to conduct residual waste hauling and siphoning/desludging with at least 1 year experience in providing similar services.

Key Personnel	General Expertise	Relevant experience
Truck Driver	Min. 2 years as a Truck Driver	Min. 1 year as a Truck Driver in the company conducting same project.

Truck Helpers	Min. 1 year experience as a Truck Helper	Min. 1 year as a Truck helper in the company conducting same project.
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MATERIALS REQUIREMENT

No materials were required.

PROJECT EXECUTION REQUIREMENT

1. The Contractor shall supply labor, tools, equipment and technical supervision necessary to execute and complete the project.
2. The proponent shall notify the contractor of intended schedule of hauling. The contractor shall likewise agree to the schedule and conduct the activity within seven (7) working days from the acknowledgement of the request for engagement.
3. The Contractor shall inform the ESB management at least 2 days before scheduled date of engagement, sending the name of the personnel involved in the engagement as well as the plate number/s of the truck/s and vehicle/s to be used for the activity.
4. The Contractor shall provide an accredited hauling truck with a minimum volume capacity of ten (10) cubic meters for the residual waste and four (4) cubic meters for wastewater.
5. The Contractor shall bill PNOC on a per truckload basis and with a minimum volume of ten (10) cubic meters of residual waste and four (4) cubic meter of siphoned wastewater/sludge hauled, inclusive of all applicable taxes and other charges. The truck shall be weighed in the truckscale before and after the hauling operations. The truckload or volume shall be inspected and documented by ESB authorized representative prior to departure from ESB.
6. The Contractor shall, at its own expense, dispose of the materials hauled in accordance with the existing laws, regulations and procedures set forth by EMB, DENR and Philippine regulatory agencies.
7. The Contractor shall provide Certificate of Disposal from the accredited disposal facility. The said certificate is a document to determine that the waste is properly disposed at any DENR - accredited sanitary landfill and disposal facility.

ADDITIONAL REQUIREMENTS:

General Condition

1. The Contractor shall commence work on the agreed start date. In case of changes on the schedule, the Contractor shall inform the ESB team at least a day before the scheduled engagement and shall give a definite date where the activity shall be conducted instead.
2. The contractor must coordinate all activities and work done related to the project with ESB representative for proper monitoring and coordination.
3. The cost for all rework due to contractor's negligence shall be borne by the contractor.
4. The Contractor shall be liable for all accident claims and other related claims arising from injuries and other damages to property occasioned by any act or omission of the contractor including any and all expenses which may be incurred by PNOC ESB in its personnel in the defense of any claim, action or suit.
5. The contractor must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, proper ID and observe company rules and regulations on safety and security.

DELIVERY TIME/COMPLETION SCHEDULE:

1. PNOC will engage to the third party service provider with the technical expertise in Hauling and proper disposal of residual waste with one (1) day engagement / hauling and with a minimum of 10 cubic meters/truckload. The conduct of the activity will be scheduled as needed by PNOC – ESB upon receipt of copy of Purchase Order (PO) from the Procurement Division.
2. Likewise, PNOC will engage to the third party service provider with the technical expertise in Hauling and proper disposal of siphoned materials from PNOC – ESB septic tanks with one (1) day engagement / hauling with a minimum of 4 cubic meters per truckload. The conduct of the activity will be scheduled as needed by PNOC – ESB upon receipt of copy of Purchase Order (PO) from the Procurement Division.
3. The Contractor shall submit the Certificate of Disposal (COD) and related documents to PNOC-ESB within 15 calendar days upon completion the project.

DEFINITION OF SIMILAR PROJECTS:

The project that involves the technical expertise of third party service provider to conduct hauling and proper disposal of residual and solid waste according to existing environmental laws and regulations. Likewise, any project that involves technical expertise of third party service provider to conduct siphoning and/or desludging activity of septic tank and/or wastewater cistern and reservoir.

Contractor with accreditation from Department of Environment and Natural Resources (DENR) to conduct hauling of residual wastes for proper disposal and siphoning and desludging of wastewater and/or septic tanks with at least 1 year experience in providing similar services.

PROJECT ABC: HAULING OF RESIDUAL WASTE – PHP32,800.00
SIPHONING OF SEPTIC TANK – PHP65,600.00

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (P)
1	lot	ENGAGEMENT OF 3RD PARTY SERVICE PROVIDER TO CONDUCT HAULING OF RESIDUAL WASTE AND SIPHONING / DESLUDGING OF SEPTIC TANKS AT PNOC-ESB <u>Scope of Work:</u> Hauling of forty (40) CBM Residual Waste Siphoning of eight (8) CBM of Wastewater (Please refer to attached terms of reference)	1	
Total Amount of ABC: PhP98,400.00				
Total Amount of Bid				
(in figures):				
(in words):				
Delivery Schedule:	Within Thirty (30) Calendar Days upon approval of necessary permits			
Delivery Place:	PNOC-Energy Supply Base (ESB), Brgy. Mainaga, Mabini, Batangas			

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.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

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.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

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.