



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 : **08 January 2025**
Project Title : **Preventive Maintenance of Two units Passenger Elevator at PNOC Building 5**
Reference No. : **2025-01-021**
Total ABC : **PhP 180,000.00**
Submission Deadline : **21 January 2025 / 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)
- Price Quotation / Proposal and Compliance Form

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 Local 5129 or send email to newprocurement@pnoc.com.ph / ergenoso@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

PREVENTIVE MAINTENANCE OF TWO UNITS PASSENGER ELEVATOR AT PNOC BUILDING 5

ITEM NO.	UM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	Lot	Preventive Maintenance of Two units Passenger Elevator at PNOC Building 5 <i>(Please see below Terms of Reference)</i>	1		
Delivery Schedule:		Twelve (12) months of receipt of the Notice to Proceed.			
Delivery Place:		PNOC-Main Office, BGC, Taguig City			
		Quoted price should be VAT inclusive.			
		Awarding per lot item			

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE OF TWO UNITS PASSENGER ELEVATOR AT PNOC BUILDING 5

I. Scope of Work:

To supply skilled labor/manpower, supervising personnel, provision of test instruments, proper tools and equipment's including other associated services necessary for the maintenance of 2 units Passengers Elevators of PNOC Building 5.

II. Labor Requirements:

- Project supervised by a mechanical engineer.
- Skilled elevator technicians.
- Bidder must have at-least five (5) years of experience in handling maintenance and contracting elevator projects.
- Bidder should provide a similar completed contract at-least 50% of the total contract cost of the projects for the last five (5) years.

Passenger Elevator Units

Make : FUJI Global Ltd.
Brand : FUJI
Type : Passenger Elevator
Capacity : 1,000 kg.
Drive : Variable Voltage Variable Frequency
Number : 2 units
Stops : 6 stops
Control : Microprocessor

- A.** The Contractor shall undertake the supply of manpower & equipment for the maintenance of the passenger elevators at the PNOC building 5, as follows:
- 1.** Monthly and systematic inspection of the units, to include passenger cars, Doors, locks, brakes, rails, cables, ropes, safety appliance and other devices. Service reports will be submitted to the company after each regular service.
 - 2.** Conduct necessary repairs/troubleshooting/adjustment as a result of the inspection.
 - 3.** Conduct cleaning and maintenance work, cleaning of car pits, control panels, Oiling, lubrication, re-tightening and adjustment as scheduled.
 - 4.** Provide maintenance personnel and assistance in case of emergency or upon request of the company.
 - 5.** To send, at Company's request, during the Contractor's regular working hours, one or more of its personnel to attend to, investigate and report on any breakdown or faulty operation of the units within 30-45 minutes in emergency cases and within 4 hours in case of ordinary breakdown.
 - 6.** Submit status report or service report on the condition of the units within 24 hours after investigation.
 - 7.** Submit recommendation for repairs and/or replacement of parts if any. Coordinate and inform client and maintenance personnel regarding troubles ascertained and parts to be replaced.
 - 8.** Issue the necessary documents attesting to the safety and reliability of the units and in acquiring the necessary permits.
 - 9.** Supply necessary topping-up oils, grease, rope preservatives, etc.
 - 10.** Attend and/or carry out inspections and/or tests for compliance with Government safety codes, rules and regulation, or carry out repair or replacement of any portion of the installation as a consequence of any such inspection or test.
- B.** The Contractor shall supply and perform the following services subject to payment of extra charges by the company:
- 1.** Supply labor and/or materials, replacement oils or replacement parts for the repair of the installation, except for the following which shall be supplied free of charge.
 - 1.** Grease (except major repair)
 - 2.** Cotton waste
 - 3.** Sand Paper
 - 4.** Oil (except gas oil)
 - 5.** Rope lubricant wire for minor repair
 - 6.** Electrical wire for minor repair
 - 7.** Cable tie for minor repair
 - 8.** Rope anti-twist and clips
 - 9.** Screws and bolts for minor repair
 - 10.** Contact cleaner
 - 2.** Carry out any alteration or addition to the installation as may be required by any statutory authority, or by reason of introduction of any new or varied regulation, case, act, law or the like that are applicable to the elevators.

III. COMPLETION OF WORK:

- Work shall be accomplished on a contract of regular monthly basis.
- Agreement shall be for a period of twelve (12) months.
- Agreement shall commence reckoned from the date of notice to proceed.

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

IV. WARRANTY PROVISIONS:

- Equipment warranty:
 - One (1) year on materials, parts/components 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 at the sole option of PNOC.

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 : _____

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.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]