



**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 : **22 January 2025**  
Project Title : **Preventive Maintenance of Centralized AC Units at PNOC Bldgs. 5 and 6**  
Reference No. : **2025-01-025**  
Total ABC : **PhP 707,666.67**  
Submission Deadline : **30 January 2025 / 09:00 AM**  
Place of Delivery : **PNOC-Energy Center, Rizal Drive, 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](mailto: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
- Latest Income/Business Tax Return
- 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)

### Additional Requirements:

- Certificate of Inspection
- Submission of at least a single satisfactorily completed project (bidder to submit certification issued by the client such as Notice of Award (NOA), Notice to Proceed (NTP), Purchase Order (PO) / Contract or Certificate of Completion)

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](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph).

Thank you.

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



# PHILIPPINE NATIONAL OIL COMPANY

General Services Division

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

**Project:** Preventive Maintenance of Centralized AC Units at PNOC Bldg. 5 and Building 6.

**Justification:** To maintain normal operation of the Centralized Air Conditioning units and provide comfortable temperature to working employees.

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## SCOPE OF WORKS:

The scope of the project will be to provide service for the monthly preventive maintenance and provision of supply, delivery and application of water treatment chemical to the centralized Air conditioning units of the PNOC Building 5 and Building 6. Scope includes provision of trained technicians and a chemist in conducting water treatment and water quality analysis, provision of proper tools, equipment and testing instruments to make the Air Conditioning units function as it should be. Project comprises with chemical descaling and condenser swabbing service including the supply of appropriate chemicals for the job.

## LABOR REQUIREMENT/S:

- Project must be supervised by a mechanical engineer and a chemist.
- Skilled Air Conditioning technicians.
- Bidder must be specializing Electromechanical of Mechanical Works

## OTHER DOCUMENTARY REQUIREMENT/S:

- Submit at-least One (1) satisfactorily completed AC maintenance project. As proof, Bidder must submit certification issued by the client (PO/Contract, COA COC) to attest to the satisfactory service rendered by the contractor.
- Provide with a chemical treatment program with the following solutions.
- Supplied treatment chemical should be as per manufacturer recommendation.
- Chemicals should be factory made or produced.
- Submit inspection certificate

## MATERIAL REQUIREMENT:

- The contractor shall provide, among others, the following primary materials as specified

### Treatment chemical for the following:

- Water treatment chemical to prevent scale and corrosion.
- Water treatment chemical to prevent biological growth/slime.
- Water treatment chemical for chiller condenser de-scaling.

**A. Operating Data for Building 5:**

Make	Cooling Tower
Type	Baltimore
Total Capacity	50TR x 5 units
No. of Units	5 Units
Flow Rate	47.72 m <sup>3</sup> /hr
Evaporator Rate	0.5 m <sup>3</sup> /hr
Make Up	0.625 m <sup>3</sup> /hr

**B. Operating Data for Building 6:**

Make	Cooling Tower
Total Capacity	225TR /unit
Type	Cross-flow box-type CT
No. of Units	1 Unit per operation
Flow Rate	153-41 m <sup>3</sup> /hr
Make Up	2.04
Evaporator Rate	1.53 m <sup>3</sup> /hr

**PROJECT EXECUTION REQUIREMENT:**

1. Gear-up with proper PPE's as recommended by the chemical manufacturer prior to start of work.
2. Open all water drain access of the system to release the used water coolant when necessary.

**Monthly Maintenance Works:**

1. Monthly delivery of water treatment chemicals for open recirculating system cooling towers.
2. Monthly shock treatment with appropriate treatment chemical to prevent scales, corrosion, biological plant growth and algae based on the rate of application. Feeder pump shall be used in chemical charging.
3. Conduct general cleaning of cooling towers as required - Wash the cooling tower water basins with clean water to remove slime, silt, dirt and residues.
4. Seal all drain holes and refill the system with clean water until full.
5. Conduct water analysis monthly based on the parameters for the condenser and chilled water.
6. Remove algae and scale formation on the fillers and CT walls by application of chemicals and high pressure washer.
7. General cleaning & removal of all foreign matters within the unit, must be collected & properly disposed outside PNOC compound to avoid decontamination of treated units.
8. Conduct chemical descaling and swabbing of condenser units whenever necessary.
9. Conduct necessary adjustment on the chiller & cooling tower units as required.
10. All needed scope of work must be complete and acceptable.

11. A comprehensive final checking by contractor engineer should be conducted prior turn-over to PNOC Admin GSD representative.
12. Housekeeping of work areas.
13. Testing and commissioning.
14. Demobilization of personnel, tools and equipment's.

**GENERAL PROVISIONS:**

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD Representative 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, equipment, facilities and services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
4. Result of water analysis to be submitted at least 5 calendar days after testing.
5. 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.
6. 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 in the TOR.
7. 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.
8. 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.
9. 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.
10. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
11. 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.
12. 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.

13. The contractor should follow proper procedures for entering the compound (i.e., visitor's log books, work permit).
14. Contractor should provide all workers with proper safety equipment (i.e., hard hats, harness, reflectorized vest, etc.).
15. The employees and workers are required to wear proper uniforms and IDs at all times within compound premises.
16. The contractor is required to coordinate all activities and work relative to the project with the GSD representative for proper monitoring and coordination.
17. The management will assign the contractor certain rooms or areas where materials and equipment may be stored, but this will be at the contractor's risk as the management / authorities will not be liable for any damage or loss.
18. The contractor is not allowed to set-up barracks / Temporary quarters for their workers within PNOC Compound.
19. The Contractor must submit a Gantt/Schedule Chart for the project.
20. All unacceptable work shall be re-worked at no additional cost to PNOC.

#### **SITE POSSESSION:**

1. The contractor confirms that he has inspected the site where the work will be performed; that he has informed himself fully as to the conditions which might affect the nature, extent and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of failure of the contractor to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.
2. Tapping of equipment and other related work shall be properly coordinated with PNOC-Admin GSD designated representative for provision of electrical power source for outlets.

#### **COMPLETION OF WORK:**

- Work shall be accomplished on a contract of regular monthly basis.
- Agreement shall be for a period of Eleven (11) 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 schedule.

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Preventive Maintenance of Centralized AC Units  
at PNOC Bldgs. 5 and 6**

LOT	UOM	TECHNICAL SPECIFICATIONS	TOTAL AMOUNT (P)
1	lot	<p><b>PREVENTIVE MAINTENANCE OF CENTRALIZED AC UNITS AT PNOC BLDGS. 5 AND 6</b> Contract Period: February 1 – December 31, 2025 Eleven (11) months</p> <p><b>SCOPE OF WORK:</b></p> <ul style="list-style-type: none"> <li>- provision of trained technicians and a chemist in conducting water treatment and water quality analysis;</li> <li>- provision of proper tools, equipment and testing instruments to make the ACU units function as it should;</li> <li>- project comprises with chemical descaling and condenser swabbing service including supply of appropriate chemicals;</li> </ul> <p><b>Please refer to the attached Terms of Reference</b></p>	
<b>Total Amount of ABC: PhP 707,666.67</b>			
Delivery Schedule:		Monthly preventive maintenance for a period of eleven (11) months including supply of appropriate treatment chemicals	
Delivery Place:		PNOC-Bldgs. 5 and 6, Energy Center, Rizal Drive, BGC, Taguig City	
		Quoted Price should be VAT inclusive	
		Awarding on 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.
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](mailto: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.