



**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 : **05 February 2025**  
Project Title : **Engagement of Laboratory Services to Conduct Quarterly Ambient Air Monitoring and Semi-Annual Raw Water Analysis for ESB**  
Reference No. : **2025-02-035**  
Total ABC : **PhP 250,000.00**  
Submission Deadline : **13 February 2025 / 09:00 AM**  
Place of Delivery : **PNOC-Energy Supply Base (ESB), Brgy. Mainaga, Mabini, Batangas**

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
- 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 accreditation from DENR
- DTI/ SEC/ BIR registration
- Certificate of Completion for completed similar projects
- Curriculum Vitae of service personnel

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

## **SCOPE OF WORK / ACTIVITIES**

**PROJECT:** Engagement of 3<sup>rd</sup> Party Laboratory Services to conduct Ambient Air Monitoring and Raw Water Testing Analysis for 2025 at ESB.

**JUSTIFICATION:** Ambient Air and Ambient is conducted to verify the company's compliance with the quality standards of the DENR Administrative Order No. 2000-81 (Implementing Rules and Regulations of the Philippines Clean Air Act of 1999) and DENR Administrative Order No. 2005-10 (Implementing Rules and Regulation of Philippine Clean Water Act of 2004). The Ambient Air Quality and Ambient Water Quality results are included in the Quarterly Self-Monitoring Report submitted to DENR-EMB.

---

### **SCOPE OF WORK:**

For Ambient Air Quality Test:

1. Conduct quarterly ambient air quality monitoring at ESB to monitor the concentration of the Particulate Matter < 10 microns (PM10). The test should be conducted simultaneously at four stations with the operational conditions duly noted and indicated in the report: "with operation" or "without operation". The service/activity shall be conducted upon the request of the proponent, provided that activity shall be conducted for four times within the year:
2. Strategically locate sampling point, preferably near the community and near the operation at the appropriate height to determine the Ground Level Concentrations (GLCs). Collect sample at the stations simultaneously for an hour.
3. The methods of sampling and analysis must be based on the DENR standards. The result should be compared with the National Clean Air Act of 1999.
4. An updated copy of the calibration certificate of the equipment used for sampling should be readily available for inspection during the conduct of the monitoring activity.

For Ambient Raw Water Quality Test:

1. Conduct semi-annual raw water quality testing at ESB to monitor water quality pursuant to the parameters defined by DAO 2016-08 (refer to table below). The test should be conducted to samples collected from pre-defined sampling points.

**Table 3. Water Quality Guidelines for Primary Parameters**

Parameter	Unit	Water Body Classification									
		AA	A	B	C	D	SA	SB	SC	SD	
BOD	mg/L	1	3	5	7	15	n/a	n/a	n/a	n/a	
Chloride	mg/L	250	250	250	350	400	n/a	n/a	n/a	n/a	
Color	TCU	5	50	50	75	150	5	50	75	150	
Dissolved Oxygen <sup>(a)</sup> (Minimum)	mg/L	5	5	5	5	2	6	6	5	2	
Fecal Coliform	MPN/100mL	<1.1	<1.1	100	200	400	<1.1	100	200	400	
Nitrate as NO <sub>3</sub> -N	mg/L	7	7	7	7	15	10	10	10	15	
pH [Range]		6.5-8.5	6.5-8.5	6.5-8.5	6.5-9.0	6.0-9.0	7.0-8.5	7.0-8.5	6.5-8.5	6.0-9.0	
Phosphate	mg/L	<0.003	0.5	0.5	0.5	5	0.1	0.5	0.5	5	
Temperature <sup>(b)</sup>	°C	26-30	26-30	26-30	25-31	25-32	26-30	26-30	25-31	25-32	
Total Suspended Solids	mg/L	25	50	65	80	110	25	50	80	110	

The service/activity shall be conducted upon the request of the proponent, provided that activity shall be conducted twice within the year.

2. Determine the location/s by where collection of samples will be done. The amount of samples to be collected will be dependent on the requirement of the tests to be conducted.
3. The method of sample collection, testing and analysis of results must be based on DENR standards, and must be compliant to the set standards defined by DAO 2016-08.
4. An updated copy of test certificate and calibration certificates of the equipment used for analysis should be available upon request prior or after the conduct of testing and analysis.

**LABOR REQUIREMENTS**

1. Contractor with accreditation from Department of Environment and Natural Resources (DENR) and knowledgeable to conduct ambient air and ambient quality monitoring with at least 3 years of experience in providing similar services.

Key Personnel	General Experience	Relevant experience
Field Engineer	Min. 3 years practicing Engineering field	Min of 2 years in handling Ambient air quality monitoring
Field Technician	Min. 3 years practicing Field Technician	Min of 2 years in conducting Ambient air quality monitoring

**MATERIALS REQUIREMENT**

Specimen collection equipment.

## **PROJECT EXECUTION REQUIREMENT**

1. The contractor shall supply labor, tools, equipment and technical supervision necessary to execute and complete the project.
2. ESB management will notify the contractor for the availability of areas to be tested.
3. Record meteorological observation, such as wind direction, wind speed, sky condition, and rain description, during the monitoring activity. These observations should also be correlated in the interpretation of the data gathered.
4. Collect, analyze, and submit all samples to recognized laboratory. The sampling analysis should be consistent with US EPA Methods. Properly label all samples with a specific project code number to maintain the objectivity of the analysis.
5. The contractor may postpone the sampling during inclement weather condition but without additional compensation to PNOC.
6. The contractor shall provide duplicate copy of final report.

## **ADDITIONAL REQUIREMENTS:**

### **General Condition**

1. The contractor shall commence work on the agreed start date.
2. The contractor is required to coordinate all activities and work relative 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 the services for ambient air measurement. There will be one (1) day engagement for each quarter.

Additionally, raw water shall be tested twice within the year. There will be one (1) day engagement per semester. Testing can be done in parallel with ambient air monitoring of the same schedule.

2. The contractor is required to mobilize at site within seven (7) calendar days upon receipt of advice from the proponent to conduct the services.

- The Contractor shall submit the final report to ESB with complete results and analysis of ambient air monitoring and ambient water quality testing not later than thirty (30) calendar days after the sampling activity as defined on the first item.

**DEFINITION OF SIMILAR PROJECTS:**

The project that involve the technical expertise of third party service provider to conduct assessment of pollutants level by measuring the quantity and types of certain pollutants in the surrounding air and water.

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Engagement of Laboratory Services To Conduct Quarterly Ambient Air Monitoring and Semi-Annual Raw Water Analysis for ESB**

LOT	UOM	TECHNICAL SPECIFICATIONS	TOTAL AMOUNT (P)
1	LOT	<p><b>ENGAGEMENT OF LABORATORY SERVICES TO CONDUCT QUARTERLY AMBIENT AIR MONITORING AND SEMI-ANNUAL RAW WATER ANALYSIS FOR ESB</b>            Contract Duration: February 1 – December 31, 2025            Schedule of Visits/Activity:</p> <p>Ambient Air Monitoring            1<sup>st</sup> Quarter – February 2025            2<sup>nd</sup> Quarter – May 2025            3<sup>rd</sup> Quarter – August 2025            4<sup>th</sup> Quarter – November 2025</p> <p>Raw Water Quality Testing            1<sup>st</sup> Semester – June 2025            2<sup>nd</sup> Semester – November 2025</p> <p><b>Please refer to the attached Terms of Reference</b></p>	
<b>Total amount of ABC: PhP 250,000.00</b>			
<b>Contract Duration:</b>		February 1 – December 31, 2025	
<b>Delivery Schedule:</b>		Ambient Air Monitoring (Quarterly – 1 <sup>st</sup> Qtr to 4 <sup>th</sup> Qtr, 2025) Raw Water Quality Testing (Semi-Annually: 1 <sup>st</sup> Sem and 2 <sup>nd</sup> Sem.)	
<b>Delivery Place:</b>		PNOC-Energy Supply Base (ESB), Brgy. Mainaga, Mabini, Batangas	
		Quoted Price should be VAT inclusive.	
		Awarding on per lot basis/one (1) lot.	

**TERMS AND CONDITIONS**

- 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.
- 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.