



**PHILIPPINE NATIONAL OIL COMPANY
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,
BONIFACIO GLOBAL CITY, TAGUIG CITY**

PHILIPPINE BIDDING DOCUMENTS

**Project Title : Hiring of Consultant to Conduct Capacity
Testing of Fire Engine**

REI No. : 2022-03-047

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Hiring of Consultant to Conduct Capacity Testing of Fire Engine

REI No.: 2022-03-047

PART I

Checklist of Eligibility Requirements

1. Eligibility documents Submission Form (Annex A)

Class “A” Documents

Legal Documents

2. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

3. Statement of Consultant’s Nationality (Annex B)
 - Notarized Authority
4. Curriculum Vitae for the Proposed Professional Staff (Annex C)
5. Statement of Completed Contracts (Annex D)
6. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
7. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

Class “B” Document

8. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Section I. Request for Expression of Interest



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center
Rizal Drive, BGC, Taguig City
Tel. No.: 789 – 7662
www.pnoc.com.ph
www.philgeps.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

Hiring of Consultant to Conduct Capacity Testing of Fire Engine Request for Expression of Interest No. 2022-03-047

1. The **PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, through the *2022 Approved Corporate Operating Budget* intends to apply the sum of **Two Million Pesos (Php2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of Consultant to Conduct Capacity Testing of Fire Engine**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PNOC** now calls for the submission of eligibility documents for the **Hiring of Consultant to Conduct Capacity Testing of Fire Engine**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **April 26, 2022 (10:00AM)** at **PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the **PNOC Procurement Management Division** and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
4. The Bidding Documents (Part 1) may be acquired on **April 19, 2022** by interested Consultants from the address below. Short Listed Consultants may only be allowed to acquire the Bidding Documents (Part 2) and drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (PhP2,000.00)**.

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. Opening of Eligibility Documents shall be on **April 26, 2022 (10:30AM)** at the given address below and/or via **Zoom**. Eligibility Documents shall be opened in the presence of the bidders' representatives who choose to attend the activity. Late submissions shall not be accepted
6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise

known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of *three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

- | | | |
|---|---|-----|
| a. <i>Consultant's Experience</i> | : | 30% |
| b. <i>Qualification of Team Members/Personnel</i> | : | 55% |
| c. <i>Net Financial Contracting Capacity</i> | : | 15% |

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the ***Quality - Cost Based Evaluation/Selection (QCBE/QCBS)*** procedure. The weights to be allocated for the Technical Proposal is ***Eighty Five Percent (85%)*** and Financial Proposal is ***Fifteen Percent (15%)***. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within ***twenty-one (21) calendar days reckoned from the date of receipt of the Notice to Proceed.***
10. The ***PNOC*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

The Secretariat
Bids and Awards Committee
Philippine National Oil Company
G/F PNOC Bldg. 6, Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City
Tel. Nos.: 8789 – 7757
Fax Nos.: 8812 – 6041 / 8840 – 1440
Email: cfc_melo@pnoc.com.ph / procurement@pnoc.com.ph
Website: www.pnoc.com.ph / www.philgeps.gov.ph


EVANGELINE B. ALBAYTAR
BAC Chairperson  

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –
Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation

of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ____ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;

- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
- (d) bear the specific identification of this Project indicated in the EDS; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	Consultant shall undertake the following: 1. Fire Pumps (R1 and Jetty Pumphouse). a. Conduct test run of fire pumps and check / evaluate the condition of the units. b. Pump capacity test. c. Record significant data / parameters such as RPM, GPM, TDH, temperature, cut-in and cut-off pressure, gauges and compare with the standard capacity / rating of the pump. d. To install new pressure indicator and rpm meter if necessary. e. Check and evaluate intake and discharge gate valves, check valve, wye strainer, blow-off valve, by-pass valve and other fittings. f. Check and evaluate the controllers and its accessories. g. Inspect and evaluate the base frame support and its foundation and recommend possible rectification. h. Submit comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of the fire pumps. 2. Jockey Pumps and Motors. a. Conduct test run of jockey pumps and motors and check / evaluate the condition of the units. b. Pump capacity test. c. Check and evaluate the controllers and its accessories. d. Inspect and evaluate the piping, valves and its fittings. e. Submit comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of these pumps and motors. 3. Firewater Pipeline, Valves, and Fittings. a. Check and evaluate the condition of existing fire water pipeline including isolation valves, check valves, air relief valves, sleeve type coupling / mechanical adaptor, strainers, reducers, valve boxes, flow water meters and other fittings / accessories. b. Inspect and evaluate the concrete pedestal supports of pipeline. c. Submit comprehensive report on the result of evaluation and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of the equipment.
1.3	No further instructions.

2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.																					
2.1(a)(ii.7)	<i>Acceptable proof of satisfactory completion of completed contracts:</i> <i>a. Certificate of Completion / Acceptance</i> <i>b. Billing Statement / Invoice / Official Receipt</i>																					
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.																					
(c)	<i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i> MS. EVANGELINE B. ALBAYTAR Chairperson Bids and Awards Committee Philippine National Oil Company G/F PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City																					
4.3 (d)	<i>Hiring of Consultant to Conduct Capacity Testing of Fire Engine</i> Request for Expression of Interest No. 2022-03-047																					
5	The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i> The deadline for submission of eligibility documents is _____ (10:00 AM)																					
8.1	The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i> The date and time of opening of eligibility documents is _____ (10:30 AM)																					
9.1	Similar contracts shall refer to a project that involves capacity testing of fire pumps.																					
9.2	<i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i> 1.1 Consultant's Experience - 30% (minimum of 1 year) <table><tr><th rowspan="2">Criteria</th><th rowspan="2">Weight</th><th rowspan="2">Unit of Measure</th><th colspan="5">Points</th></tr><tr><th>3</th><th>6</th><th>9</th><th>12</th><th>15</th></tr><tr><td>Years of experience in consulting</td><td>10%</td><td>Number of years</td><td>1 to 5</td><td>6 to 10</td><td>11 to 15</td><td>16 to 20</td><td>More than 20</td></tr></table>	Criteria	Weight	Unit of Measure	Points					3	6	9	12	15	Years of experience in consulting	10%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Criteria	Weight				Unit of Measure	Points																
		3	6	9		12	15															
Years of experience in consulting	10%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20															

Section IV. Eligibility Submission Forms

Eligibility Documents Submission Form – ANNEX “A”.....	21
Statement of the Consultant's Nationality - ANNEX “B”.....	21
Format of Curriculum Vitaé of Proposed Professional Staff - ANNEX "C".....	24
Statement of Completed Contracts - ANNEX "D".....	26
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX "E".....	27

	services							
	Experience in similar projects	10%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
	Experience in related projects	10%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
1.2 Qualifications of Team Members/ Personnel- 55% (minimum of 1 year)								
	Criteria	Weight	Unit of Measure	Points				
				3	6	9	12	15
	Number of relevant training acquired	25%	Hours of training	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
	Years of relevant professional experience	15%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
	Previous engagement in similar and related projects	15%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
1.3 Net Financial Contracting Capacity (NFCC) - 15% The bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows: NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.								

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address
Email Address

STATEMENT OF THE CONSULTANT’S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine National Oil Company**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es* _____); and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith **attached notarized authority**.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Email Address: _____

Contact Nos: _____

ANNEX “C”

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position					
Personal Information					
Name of Staff					
Address			Contact No.		Email Address
Date of Birth		Citizenship		Civil Status	
Work Experience <i>(start from the current employment, add rows if necessary)</i>					
AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			
Relevant Training <i>(start from the most recent, add rows if necessary)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			
Education <i>(start from the most recent, add rows if necessary)</i>					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the firm]

Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

ANNEX "D"

STATEMENT OF COMPLETED CONTRACTS

This is to certify that _____ (consultant) _____ has the following completed contracts:

[illegible]

Name and Signature of Authorized Representative

Date _____

ANNEX "E"

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ (consultant) _____ has the following ongoing and awarded but not yet started contracts:

[illegible]

Note: If the bidder does not have any on-going project, please state "None" in the form above and include the form in the submission of eligibility requirements.

Name and Signature of Authorized Representative

Date _____

PHILIPPINE NATIONAL OIL COMPANY
Park Management Department
PNOC Industrial Park
Batangas II, Mariveles, Bataan

TERMS OF REFERENCE (TOR)

Project	:	Hiring of consultant to conduct capacity testing of fire engine
Project Location	:	PNOC Industrial Park, Batangas II, Mariveles, Bataan
Justification	:	Compliance to NFPA 25 to ensure that the fire protection system is working properly.

I. SCOPE OF WORK

1. Fire Pumps (R1 and Jetty Pumphouse).

Units	Location
4 units Fittings: 54 units	R1 and Jetty Pumphouse

- a. Conduct test run of fire pumps and check / evaluate the condition of the units.
- b. Pump capacity test.
- c. Record significant data / parameters such as RPM, GPM, TDH, temperature, cut-in and cut-off pressure, gauges and compare with the standard capacity / rating of the pump.
- d. To install new pressure indicator and rpm meter if necessary. Installation will be temporary only since it will be done only when necessary.
- e. Check and evaluate intake and discharge gate valves, check valve, wye strainer, blow-off valve, by-pass valve and other fittings.
- f. Check and evaluate the controllers and its accessories.
- g. Inspect and evaluate the base frame support and its foundation and recommend possible rectification.
- h. Submit comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of the fire pumps.

2. Jockey Pumps and Motors

Units	Location
3 units Fittings: 15 units	R1

- a. Conduct test run of jockey pumps and motors and check / evaluate the condition of the units.
- b. Pump capacity test.
- c. Check and evaluate the controllers and its accessories.
- d. Inspect and evaluate the piping, valves and its fittings.
- e. Submit comprehensive report with test results and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of these pumps and motors.

3. Firewater Pipeline, Valves, and Fittings:

Units	Location
6,950 meters in length Gate Valves: 63 units Air Relief Valves: 8 units Fire Hydrants: 40 units Stand Pipe: 7 units Other Fittings: 28 units	Industrial Park

- a. Check and evaluate the condition of existing fire water pipeline including isolation valves, check valves, air relief valves, sleeve type coupling / mechanical adaptor, strainers, reducers, valve boxes, flow water meters and other fittings / accessories.
- b. Inspect and evaluate the concrete pedestal supports of pipeline.
- c. Submit comprehensive report on the result of evaluation and recommend necessary procedures and frequency in undertaking Preventive Maintenance Service of the equipment.

II. LABOR REQUIREMENTS

1. Consultant must be knowledgeable in assessing fire pumps.
2. The winning Consultant shall directly designate qualified employee to supervise the work from start to end of the contract.
3. The winning Consultant must have completed at least one (1) similar project.
4. Table of deliverables.

The winning Consultant shall perform and deliver the following activities and submittal of reports in hard and e-copy:

a.	Mobilization and preparation of the detailed methodology, work schedule and preliminary assessment.	Week 1
b.	Progress reports	Week 1
c.	Detailed inspection and testing of equipment.	Week 2

d.	Interim report preparation, to include the following: a. Assessment report. b. Scope of work based on the assessment findings. c. Detailed cost estimate.	Week 2
e.	Presentation to the PNOC Park Management.	Week 3
f.	Final report preparation.	Week 3
g.	Final detailed engineering report.	Week 3

5. Expertise Requirements.

	Expertise	Qualification	Experience
a.	Project Manager	Licensed Professional Mechanical Engineer/Electrical Engineer	- Has at least 1 year of experience in assessment of fire pumps. - Experience in preparation of assessment reports.
b.	Team Leader	Licensed Mechanical/ /Electrical Engineer	- Has at least 1 year of experience as Team Leader handling projects related. - Has satisfactorily completed at least 1 project as Team Leader for assessment of fire pumps.
c.	Safety Specialist	Licensed Safety Practitioner	- Has at least 1 year of cumulative experience as safety practitioner. - Has satisfactorily completed at least 1 project. - Knowledgeable on DOLE requirements at work places.

The winning bidder shall define the organization of the project in terms of specific positions and tasks including the above-mentioned profiles. This information will provide as a description (indicating the names, profiles and position in the proposed project organization) supported by a schematic sheet with a clear indication of the functions and dependencies. Curriculum vitae detailing the educational background, work experiences (highlighting the experiences set in the TOR) and other qualifications of each of the project team members should attach. The prospective bidder shall present proof to support their credentials as well as those of each of their members, such as the list of previous assessment conducted and certificate of employment from previous employer. Any misrepresentation made, orally or in writing, in any of the credentials and its supporting documents submitted, whether pertaining

to the firm or to any of its members shall be a ground for disqualification of the prospective bidder.

6. Criteria for the Selection

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulation of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1(b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and the financial proposals, which shall serve as the basis of selection. The technical and the financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

Technical Proposal (85%)

The interested bidder shall provide their technical experience, approach and methodology on all technical and cost parameters detailing professional inputs and time requirements, and resumes of all proposed technical manpower.

The proposal shall be based on the following criteria and point system:

Technical Proposal (20%)

The technical proposal will be evaluated on the following aspects:

- The coordination and project management procedures and tools application methods.
- The specific methodology in conducting test of equipment.

Technical Team (50%)

The technical team will be evaluated on the following aspects:

- Experience and qualification of the technical experts and the composition of the team as a whole according to the profile requirements.

Company Qualifications (15%)

- Comprehensive knowledge and extensive experience on assessment and evaluation of pumps and motors in the Philippines and / or overseas.
- At least 1 year experience in assessment and evaluation of pumps and motors related activities.

Financial Proposal (15%)

PNOC shall require a detailed financial proposal with indicative program and milestone, and target estimates for defined outputs. The winning bidder shall also detail all costs items for remuneration, technical survey and out-of-pocket expenses.

III. MATERIALS REQUIREMENTS:

Personal protective equipment.

IV. PROJECT EXECUTION REQUIREMENTS

The Consultant must strictly follow PNOC IP safety rules and regulations.

V. PROJECT DURATION

- a. Work should be completed within twenty-one (21) calendar days reckoned from the date of receipt of the Notice to Proceed.
- b. Work should start from 7:00 AM to 5:00 PM weekdays and weekends including holidays.

Note: Delays due to work stoppage ordered by PNOC shall not be counted against the completion date.

VI. ADDITIONAL REQUIREMENTS:

General Conditions

- a. A joint inspection must be conducted by the Consultant at PNOC- Industrial Park on the specific works to be done for the project.
- b. The Consultant is required to inspect and examine the site and surroundings of the proposed project to arrive at an estimate of the labor, materials equipment, facilities and services necessary to carry out the work.
- c. The Consultant is required to secure the required surety, performance and guarantee bonds prior to the commencement of work.
- d. The Consultant must conduct proper training and safety orientation meeting to all personnel involved in the work prior to commencement.
- e. The Consultant is required to coordinate all activities and work relative to the project with the proponent for proper monitoring and coordination.
- f. The Consultant shall commence work on the agreed start date and shall carry out the work in accordance with the program of work submitted by the Consultant, as updated, with the approval of the PNOC and complete the project by the completion date as indicated in the Scope of Work.
- g. The Consultant 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.
- h. The Consultant shall hold PNOC-Industrial Park Management and its personnel free from any and all liabilities to persons or damages to properly occasioned by any act or omissions of the Consultant including any and all expenses which may be incurred by PNOC-Industrial Park Management and its personnel in the defense of any claim, occasion or suit.
- i. The cost of any and all rework and / or restoration of damaged properties due to Consultant's poor workmanship or negligence shall be borne by the Consultant.
- j. The Consultant 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.
- k. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC-Industrial Park Management, 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 judgment are not

fully in accordance with the specifications and / or description as provided in the scope of work and are deemed to be disadvantageous to PNOC-Industrial Park Management.

- l. The Consultant shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.
- m. Should the Consultant failed to deliver any or all of the Services within the period/s specified, PNOC shall deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract.

Site Possession

- a. The Consultant confirms that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect the nature, extent and cost of the work required; that PNOC-Industrial Park Management shall in no way be responsible for any costs or expenses which may be incurred on account of failure of the Consultant to make an accurate examination of present and / or assessment of future factors that may affect the cost of execution.
- b. Tapping of equipment and other related work shall be properly coordinated with PNOC-Industrial Park Management designated representative for provision of electrical power source fee.
- c. The PNOC Industrial Park Management shall designate a specific area to be used by the Consultant as temporary facilities / storage area / administration area in connection with the project.

VII. WARRANTY PROVISIONS

Where failure arise due to faulty and / or inadequate assessment then the consultant who prepared the assessment of the equipment shall be held liable.

VIII. DEFINITION OF SIMILAR PROJECTS

The project that involves capacity testing of fire pumps.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC)

ABC = PhP2,000,000.00

Republic of the Philippines



Government Procurement Policy Board