



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 : **June 13, 2024**
Project Title : **Engagement of Laboratory Services to Conduct Ambient Air Monitoring and Raw Water Analysis for Energy Supply Base**
Reference No. : **2024-06-064**
Total ABC : **PhP 250,000.00**
Submission Deadline : **June 25, 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.

Signature Redacted*

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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

ITEM NO.	DESCRIPTION	ABC (₱)	FREQUENCY	UNIT PRICE (₱)	TOTAL AMOUNT (₱)
1	Ambient Air Quality Test	136,000.00	4		
2	Raw Water Quality Test	90,000.00	2		
TOTAL > > >					

Provision for Antigen Test / RT PCR : ₱24,000.00

SCOPE OF WORK:

For Ambient Air Quality Test:

1. Conduct 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 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 ^(a) (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 ₃ -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 ^(b)	°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 PNOG.
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. Depending on the prevailing health protocol and public health guideline, should RT-PCR test be required, a negative RT-PCR test result of the personnel conducting the activity must be sent to PNOG – ESB prior to engagement. A request for conduct of RT-PCR test billed to PNOG must be sent by the contractor and must be approved by the management.
5. 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 PNOG ESB in its personnel in the defense of any claim, action or suit.
6. 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. PNOG will engage the services for ambient air testing (sampling and measurement) for four times within 2024. There will be one (1) day engagement.

Additionally, raw water shall be tested twice within the year. There will be one (1) day engagement. 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.
3. 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 involves 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.

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 : _____

OMNIBUS SWORN STATEMENT

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:]*

[I fa 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 _____, 2024 at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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: The RFQ Reference Number is located on 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 PNOG.