



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 : **12 July 2024**
Project Title : **Supply and Installation of Automatic Boom Barrier at the Main Entrance of Energy Center of PNOC Compound**
Reference No. : **2024-07-089**
Total ABC : **PhP 640,000.00**
Submission Deadline : **23 July 2024 / 9:00 AM**

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:
newprocurement@pnoc.com.ph
Or Physical Submission Sealed envelope to PNOC Procurement Management Division at the above address

Documentary Requirements:

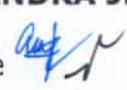
- Signed Price Quotation / Proposal and Compliance Form
- Mayor's/Business Permit
- SEC / DTI Certificate
- PhilGEPS Registration Number
- Latest Income / Business Tax Returns
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after the award or before the payment)
- Site Inspection Certificate
- Submit at-least three (3) satisfactorily completed Automatic Boom/Car Barrier installation project accomplished within the last five (5) years. As proof, Bidder must submit certification issued by the client (NOA, NTP, PO/Contract, or Certificate of completion) to attest to the satisfactory service rendered by the contractor.
- Manufacturer's brochures/catalogue of automatic boom barrier.

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 / rgvergara@pnoc.com.ph.

Thank you.



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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Installation of Automatic Boom Barrier at the Main entrance of Energy Center of PNOC Compound

LOT NO.	UOM	DESCRIPTION	QTY	BID AMOUNT
1	lot	Supply and Installation of Automatic Boom Barrier at the Main entrance of Energy Center of PNOC Compound	1	Php
Completion of Work:		Within thirty (30) Calendar Days upon receipt of Notice to Proceed		
Delivery Place:		PNOC, Energy Center, Rizal Drive, BGC, Taguig City		

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

SCOPE OF WORKS:

The scope of the project is Supply, Delivery and Installation of Automatic Boom/Car Barrier at the main entrance of the Energy Center Compound. Scope includes the provision of skilled labor, tools, consumables and verifying test instruments. Work also includes concreting materials, power and control materials, raceways including all essential components and accessories necessary to complete the project.

LABOR REQUIREMENT/S:

- Contractor should have undertaken barrier installation projects.
- Project shall be supervised by a supervising personnel.
- Provision of skilled barrier installers.
- Bidder must have at-least five (5) years of experience in handling repair, supply and installation of automatic car barrier projects (Submit SEC or DTI certificate).
- Contractor must be specializing in Automatic Barrier Installation works.

OTHER DOCUMENTARY REQUIREMENT/S:

- ❖ Submit at-least three (3) satisfactorily completed Automatic Boom/Car Barrier installation project accomplished within the last five (5) years. As proof, Bidder must submit certification issued by the client (NOA, NTP, PO/Contract, or Certificate of completion) to attest to the satisfactory service rendered by the contractor.
- ❖ Submit Inspection Certificate.

MATERIAL REQUIREMENT:

- ❖ The Contractor shall provide, among others, the following primary materials as stated below:

1. Supply, delivery and installation of Automatic Boom Barrier for incoming and outgoing traffic of the compound complete with fixing materials, essentials components, accessories and consumables.

Materials:

- * 2 sets of Car/Boom barrier:
 - All steel body
 - Aluminum boom
 - 4.5mtrs. arm length
 - Can be operated by proximity card sensor
 - Durable / weather proof
 - With protective rubber lining
 - Operated via push-button control
 - * 2 sets of Loop Detector Safety Sensor
 - * 2 sets of Network Controller
 - * 2 sets Middle range UHF reader
 - * 2 sets of Voltage regulator
 - * 500 UHF Headlight Sticker
 - * 1 set of Desktop PC w/ UPS installed with software and licensed windows Modifiable software program in accordance with the changing security policy of the company. Program must be capable of logging information by recording the entry and exit of vehicles with UHF stickers and generating reports.
 - * 1 lot Electrical cables & communication cables, raceways and civil restoration materials.
2. All supplied materials should be designed to adopt with the company system power supply.
 3. Expansion bolt, nuts & washers for fixing the barriers shall be made from stainless steel.
 4. All materials shall be factory manufactured, no fabricated items for the project will be accepted except when required but subject to prior approval of PNOC representative.
 5. Contractor must observe uniformity of supplied materials and accessories for the project.
All materials and accessories for the project shall be subjected to inspection and acceptance by the PNOC representative prior commencement of work.

PROJECT EXECUTION REQUIREMENT:

1. Properly position warning signs and safety gadget (fire extinguisher, eye protector, gloves and etc. prior to start of work.
2. Conduct orientation to personnel involved in the execution of the project.
3. Conduct coordination meeting to PNOC representative prior to start of work.
4. Clear the working area from safety hazards.

SYSTEM INSTALLATION:

During conduct of works, the contractor shall:

1. Prepare minor civil works for the excavation of cable raceway installation of electrical and communication cables and base preparation at the mounting location of the automatic barriers.
2. Carefully mount automatic RFID car barriers on the provided concrete base including all required accessories to complete the system.
3. Conduct electrical cable laying for the power supply requirement of the barrier and its system.
4. Supply, prepare and complete the assembly of desktop personal computer (PC) for the RFID barrier system which includes a licensed windows 10 operating system, at least 500GB HDD and barrier operating software.
5. Conduct careful termination of power supply, control and communication cables to desktop PC.
6. Conduct visual checking of all cable connection and termination.
7. Check tightness of all fixing bolts and retighten as necessary.
8. Conduct finishing works on the provided base of the barrier, including, but not limited to, the application of one coat of concrete primer and two coats of final concrete paint (color to be chosen by PNOC).
9. Energize and conduct initial testing of the system.

After the conduct of works, the Contractor shall:

1. Conduct standard electrical testing by the use of appropriate test instruments.
2. Conduct a comprehensive final checking of the installation. All unacceptable work, as deemed by the PNOC representative must be replaced and/or reworked at no additional cost to PNOC.
3. Clean the work area and dismantle the staging area, return these areas to their original state.
4. Energize the system for normal use.

OPERATION

1. Conduct a comprehensive training on the operation of the newly installed automatic boom/car barrier within a period of fifteen (15) calendar days from project completion within a period of (the same).
2. Contractor shall conduct training on use of software program. Program must be modifiable in accordance with the company's security policy such as but not limited to, setting allowable time for each vehicle to pass, restriction of entrance/exit of vehicle with violation/s and deregistration or deactivation of a vehicle's RFID sticker on demand. Training shall include instruction on how to manually override the boom barrier in case of sticker malfunction during passage or in the event of a system failure.
3. Contractor warrants that the installed boom barrier and its appurtenances are of excellent working condition.
4. The Contractor shall be solely liable to the owners of the vehicle who may be affected due to the defective boom barrier within the period of 12 months warranty from date of acceptance.

GENERAL PROVISIONS:

1. A joint inspection must be conducted by the Contractor and PNOC representative/s 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, materials, equipment, facilities and services necessary to carry out the work.

Site inspections can be conducted during office hours, from 8:00 AM to 5:00 PM, Monday to Friday. To schedule a site inspection, please coordinate with PNOG General Services Division at 8789-7662, local 7745 or 5122.

3. The Contractor must submit primary material manufacturer's brochures/catalogue for the evaluation of (automatic barrier), items must be delivered on site attached with catalogue, manufacturer's warranty certificate and other product description brochures as proof that the item is new.
4. The Contractor is required to secure the required surety, performance and guarantee bonds prior to the commencement of work.
5. The Contractor must conduct proper planning and safety orientation meeting to all personnel involved in the work prior to commencement.
6. The Contractor is required to coordinate all activities and work relative to the project with the PNOG representative for proper monitoring and coordination.
7. 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 PNOG representative and complete the project by the completion date as indicated based in the TOR.
8. 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.
9. The Contractor shall hold PNOG 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 PNOG and its personnel in the defense of any claim, action or suit.
10. 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.
11. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.
12. 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.
13. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOG, 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 PNOG.
14. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
15. The Contractor should follow proper procedures for entering the compound (i.e., visitor's log books, Contact Tracing forms, presentation of vaccine cards, etc.)
16. Contractor should provide all workers with proper safety equipment (i.e., hard hats, harness, reflectorized vest, etc.)
17. The employees and workers are required to wear proper uniforms and IDs at all times within compound premises.
18. The Contractor is required to coordinate all activities and work relative to the project with the PNOG representative for proper monitoring and coordination.

19. 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.

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 designated representative for provision of electrical power source for outlets.
3. The PNOC shall designate a specific area to be used by the Contractor as temporary facilities/storage area/administration area in connection with the project (if needed), Staging area must be boarded-up with minimum height of 8ft and be returned to its original state upon completion of the project.

COMPLETION OF WORK:

Work should be completed in thirty (30) calendar days from receipt of the Notice to Proceed.

Work schedule: 7:00am onwards on weekdays, weekends and holidays

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

SYSTEM MAINTENANCE:

- All materials, parts and components and workmanship shall be guaranteed for a period of twelve (12) months from date of acceptance. At any time within the period of guarantee and upon notification, the contractor shall immediately repair within a period of twelve (12) hours from receipt of verbal or written notice and/or rectify all the deficiencies, including replacement of parts or entire unit, at no cost to PNOC.
- The contractor shall be responsible in providing claims, doing or arranging parts replacement and servicing for the warranty during the warranty period. The end-user shall not be redirected by the Contractor to other entities including suppliers or OEMs in executing the warranty.
- The repair crew must be available at the site within twelve (12) hours upon notice during the warranty period.
- RFID stickers found to be defective during the warranty period shall be immediately replaced by the Contractor free of charge within 24 hours upon receipt of verbal or written notice from PNOC.
- If any has been omitted in any item of work or materials which are necessary for the completion of the work as outlined herein, then such item must be and hereby provided /included to complete the system

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:]*

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

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

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

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

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly

authorized representative(s) to verify all the documents submitted;

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as

amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 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: RFQ Reference Number is located at the front page of the request for quotation.

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.