



**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 : **06 August 2024**  
Project Title : **Supply and Delivery of Materials for 5<sup>th</sup> Floor Boardroom Upgrade**  
Reference No. : **2024-08-110**  
Total ABC : **PhP 430,290.00**  
Submission Deadline : **13 August 2024 / 9:00 AM**  
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**  
Delivery Schedule : **Within thirty (30) calendar days**

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](mailto:newprocurement@pnoc.com.ph)

**Or 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 the award or before the 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](mailto:newprocurement@pnoc.com.ph) / [rgvergara@pnoc.com.ph](mailto:rgvergara@pnoc.com.ph).

Thank you.

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



**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Supply and Delivery of Materials for 5<sup>th</sup> Floor Boardroom Upgrade**

<b>#</b>	<b>DESCRIPTION</b>	<b>ABC (P)</b>	<b>QTY</b>	<b>UNIT PRICE (P)</b>	<b>TOTAL AMOUNT (P)</b>
1	Acoustic Ceiling board fine fissured 0.6m x 1.20m x 15mm THK. Brand: _____	40,320.00	96 pcs		
2	Kiln dried wood s4s 2"x2"x8ft	6,120.00	12 pcs		
3	tie wire 1.5mm 16 awg	180.00	1 kg		
4	LED Mini Downlight round 5W Warm White Brand: _____	1,600.00	4 pcs		
5	Electrical wire #12 THHN Stranded Brand: _____	15,800.00	2 bxs		
6	electrical tape (0.16mm x 19mm x 16 m) Brand: _____	1,320.00	22 pcs		
7	black screw 2" pointed (500 pcs/box)	2,010.00	3 bxs		
8	Primer : Flat latex: 2 coats (54 sqm ceiling) Brand: _____	2,720.00	4 gals		
9	Top coat : Semi- gloss: 2 coats (54 sqm ceiling) Brand: _____	7,200.00	9 gals		
10	Primer : Flat latex: 2 coats (55 sqm wall) Brand: _____	2,720.00	4 gals		
11	Top coat : Semi- gloss: 2 coats (55 sqm wall) Brand: _____	3,200.00	4 gals		
12	Primer : Flat latex: 2 coats (54 sqm wall) Brand: _____	2,720.00	4 gals		
13	Top coat : Semi- gloss: 2 coats (54 sqm wall) Brand: _____	3,200.00	4 gals		
14	Sanding paper #120	400.00	10 pcs		
15	Sanding paper #200	300.00	10 pcs		
16	9" paint roller kit w/ container/tub	1,740.00	6 sets		
17	Paint brush #2	560.00	7 pcs		
18	Paint brush #1	80.00	2 pcs		
19	Putty (Ficem board)	420.00	1 gal		
20	Masking tape (36mm x 30mm)	720.00	12 rolls		
21	Spatula	360.00	4 pcs		
22	Liquid nail (300 grams)	2,600.00	10 tubes		
23	black screw 2" pointed (500 pcs/box)	3,000.00	5 bxs		
24	Aluminum Profile with Diffuser surface mount (3m)	47,000.00	12 pcs		
	LED Strip Light, 14w Cool White		40 L/m		
25	Wireless Conference System	84,000.00	1 set		

	(16pcs wireless microphone conference system) - 1 pc Wireless Conference System Main Unit with Bluetooth, Built-in 16 Channel WIFI Frequencies 50-Meters Max Distance, XLR & PL Output - 1pc Chairman Unit, Wireless Microphone - 15 pcs Delegate Unit, Wireless Microphone Unit - 8sets Smart-Quick Charger Kit 4xAA with charger set - Provide actual photo & operation & installation manual  Brand: _____				
26	Fluted panel 290cm x 15cm x 8mm Golden oak	54,000.00	105 pcs		
27	Grid Mirror Wall 3.6mLx 2.10mH Black frame	125,000.00	1 set		
28	Ficem Board 1/4" THK. 4'x8'	21,000.00	20 pcs		
			<b>GRAND TOTAL</b>		

### 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.

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](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.

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.