



**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 : **28 October 2024**  
Project Title : **Supply, Delivery and Installation of Glass Signage at PNOC Building 6**  
Reference No. : **2024-10-181**  
Total ABC : **PhP 135,000.00**  
Submission Deadline : **4 November 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](mailto:newprocurement@pnoc.com.ph)

**Physical Submission** **Sealed envelope to PNOC Procurement Management Division at the above address**

### Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

### Additional Requirement:

- Brochures/Sample Images
- Minimum key personnel and work experience requirement – minimum of three (3) years in production and installation of office signages

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph).

Thank you.

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



**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Supply, Delivery and Installation of Glass Signage  
at PNOC Bldg. 6**

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (P)
1	lot	<b>Supply, Delivery and Installation of Glass Signage at PNOC Bldg. 6</b> <u>Technical Specifications:</u> Glass signage with engrave print (black), 4.5mm thk. Materials: Glass with engrave printed name (black) Font: Calibri Mounting: For glass wall – adhesive and sealant; For concrete wall and drywall – decorative bolts each corner (please refer to attached scope of works/terms of reference)	1	
<b>Total amount of ABC: PhP 135,000.00</b>				
Delivery Schedule:	Within Thirty (30) Calendar Days reckoned from the date of receipt of the Notice to Proceed (NTP)			
Delivery Place:	PNOC-Building 6, Energy Center, Rizal Drive, BGC, Taguig City			
	Quoted price should be VAT inclusive			
	Awarding on per lot basis / one (1) lot			
	Warranty: one (1) year in workmanship reckoned from the date of final turn over and acceptance			

**PHILIPPINE NATIONAL OIL COMPANY**  
 PNOC Building 6, Energy Center  
 Rizal Drive, BGC, Taguig City

**SCOPE OF WORK**

- Project** : Supply, Delivery and Installation of Glass Signages at PNOC Bldg. 6
- Project Location:** PNOC Building 6, Energy Center. Rizal Drive, BGC, Taguig City
- Justification** : To provide clear visibility for visitors and directional information for each department and division.

**I. SCOPE OF WORK**

The contractor shall supply all required labor, tools, materials, equipment, and necessary supervision and technical expertise to execute and complete the installation of glass office signages.

**II. LABOR REQUIREMENTS**

1. The contractor must be knowledgeable in office signages production and installation.
2. Contractor shall have a qualified supervisor / foreman present whenever work is being performed at the project site.

The minimum key personnel and work experience requirements are the following:

Key Personnel	General Experience
Supervisor/ Foreman	Minimum 3 years' experience in production and installation of office signages.

### III. MATERIALS REQUIREMENTS

Glass Signage with engrave print (black), 4.5mm thk.

Materials: Glass with engrave printed name (black)

Font: Calibri

Mounting:

For glass wall: Adhesive and Sealant

For concrete wall and drywall: decorative bolts each corner

ITEM NO.	LOCATION	GLASS SIGNAGE	DIMENSION	TYPE OF WALL FOR MOUNTING
1	7F	NETWORKING HALL	20cm H x 62cm W	Concrete
2	5F	PHILIPPINE NATIONAL OIL COMPANY Office of the Senior Vice President Finance and Administrative Services	30 cm H x 115cm W	Glass
3		DEPARTMENT MANAGER Internal Audit Office	20cm H x 72.5 cm W	Drywall
4	4F	DEPARTMENT MANAGER Business Research & Development Department	20 cm H x 115cm W	Drywall
5		DEPARTMENT MANAGER Project Management Department	20 cm H x 82.5cm W	Drywall
6		DEPARTMENT MANAGER Treasury Department	20 cm H x 72.5cm W	Concrete
7		DEPARTMENT MANAGER Accounting Department	20 cm H x 72.5cm W	Concrete
8	2F	DEPARTMENT MANAGER Strategy Management Office	20 cm H x 72.5cm W	Drywall
9		DEPARTMENT MANAGER Office of the General Counsel	20 cm H x 72.5cm W	Concrete
10		DEPARTMENT MANAGER Asset Management Department	20 cm H x 82.5cm W	Concrete
11		CLINIC	20 cm H x 40cm W	Concrete/ Marble Finish
12	GF	DEPARTMENT MANAGER Administrative Services Department	20 cm H x 89cm W	Concrete

See attached Annex

#### **IV. PROJECT EXECUTION REQUIREMENTS**

1. The contractor shall submit brochures or sample images of the look of the following items as specified so that the proponent visualize signage to be produced.
2. The contractor shall submit a soft copy of layout before production based on the given specifications and approved by PNOC.
3. The contractor shall present sample of signage to PNOC Amin- GSD and have their approval before installation.
4. Installed signage based on the PNOC approved standard height and placing.

#### **V. OTHER REQUIREMENTS AND CONDITIONS:**

1. The contractor is required to coordinate all activities and work relative to the project with the PNOC Admin-GSD Representative for proper monitoring and coordination.
2. All work shall be done in neat and clean manner.
3. Defects during the punch list inspection shall be corrected as soon as possible.
4. Contractor shall protect all interior fixtures and other building and office elements. If any damage occurs, the contractor will be liable to repair / replace the said damage in accordance to the methods that will be approved in advance by the PNOC Admin- GSD.
5. 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.

#### **VI. COMPLETION OF WORK:**

1. Work should be completed within thirty (30) calendar days reckoned from the date of receipt of the Notice to Proceed.
2. Installation works should start after the office hours, 5:00 PM onwards for Weekdays or 7:00 AM onwards for Weekends and Holidays

*NOTE: Delays due to work stoppage (related to contractor's non compliance to Safety, Health, Security, and Environmental policies of PNOC-Admin GSD) ordered by PNOC-Admin GSD will still be counted to the original contract duration; i.e. no suspension of time shall be granted to the contractor.*

#### **VII. WARRANTY PROVISIONS**

The warranty shall be one (1) year in workmanship reckoned from the date of final turn over and acceptance.

#### **VIII. DEFINITION OF SIMILAR PROJECTS**

The contractor must have completed at least one (1) project in supply and installation of office signages.

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL COST
1	Supply, Delivery and Installation of Glass Signages at PNOC Building 6	1	LOT	

**IX. PROJECT ABC: PHP 135,000.00 (inclusive of all taxes – 12%)**

**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 : \_\_\_\_\_

## **INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT**

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) **without giving the password yet.**

File format should be:

RFQREFERENCENO\_NAME OF THE COMPANY\_passwordprotected.pdf  
*Example: RFQ202401001\_XYZCompany\_passwordprotected.pdf*

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
  - i. Project Title
  - ii. Name of the company and its authorized representative
  - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.