



**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 : **1 April 2024**  
Project Title : **Supply and Delivery of Corporate Give-aways/Tokens**  
Reference No. : **2024-03-011**  
Total ABC : **PhP 275,000.00**  
Submission Deadline : **12 April 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)

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.

Signature Redacted\*

  
**JENNIFER R. RACHO** \* /  
Chairperson  
\* Bids and Awards Committee

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Supply and Delivery of Corporate Give-Aways/Tokens**

	Item No.	UOM	Technical Specifications	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
<b>O N E  (1)  L O T</b>	1	pcs	<b>UMBRELLA, J HANDLE</b> <u>Technical Specifications:</u> <ul style="list-style-type: none"> <li>• 23" Pongee materials, 8 panels</li> <li>• 8 sturdy fiber glass ribs (black)</li> <li>• 8 support ribs (fiber glass), plastic tips</li> <li>• 14" metal post (black)</li> <li>• J-handle, plastic grip</li> <li>• Automatic, with PNOC logo (1 color), printed on 1 panel</li> <li>• With strap (Velcro), with plastic cover</li> </ul>	100		
	2	pcs	<b>UMBRELLA, GOLF</b> <u>Technical Specifications:</u> <ul style="list-style-type: none"> <li>• 30" Pongee materials</li> <li>• Auto Open</li> <li>• Double Canopy (1 color)</li> <li>• Fiberglass ribs and support</li> <li>• Black metal post, 14mm</li> <li>• With PNOC logo</li> </ul>	300		
	3	pcs	<b>NOTEBOOK JOURNAL/PLANNER</b> <u>Technical Specifications:</u> <ul style="list-style-type: none"> <li>• Size: A5 (14.8 x 21 cm)</li> <li>• Cover: PU Leather</li> <li>• Design: Customized with front pocket, pen holder and ribbon page marker and company logo (1 color)</li> <li>• Number of leaves: 100 sheets (200 pages)</li> <li>• Leaves: 80 gsm</li> <li>• Lined sheets, non-dated/open dated</li> <li>• With individual plastic casing</li> </ul>	400		
<b>Total amount of ABC: Php275,000.00</b>						
<b>Total amount of Bid:</b>						
<b>(in figures):</b>						
<b>(in words):</b>						
Delivery Schedule:			Within Thirty (30) Calendar Days upon approval of final prototype; Submission of prototype within ten (10) working days upon receipt of approved purchase order (PO)			
Delivery Place:			PNOC-Main Office, BGC, Taguig City			
Note: Awarding on a per lot basis / one (1) lot						

## 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 : \_\_\_\_\_

## **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.