



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 : **July 05, 2022**
Project Title : **Supply and Installation of Signages at PNOC Building 6**
Reference No. : 2022-07-151
Total ABC : **PhP170,000.00**
Submission Deadline: **July 15, 2022 / 05:00 PM**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and cfcmeo@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement – Annex “A” (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Signed Term of Reference/Technical Specifications Sheet
- Brochures or Sample Images

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.

Thank you.


EVANGELINE B. ALBAYTAR
Chairperson
Bids and Awards Committee

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PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

TERMS OF REFERENCE

Project : Supply and Installation of Signages at PNOC Building 6
Justification : For Compliance with ARTA audit requirements

I. SCOPE OF WORK:

Supply and installation of Office Signages

II. LABOR REQUIREMENTS:

1. Contractor must be knowledgeable in Office signage production and installation.
2. Contractor shall have a qualified supervisor or lead foreman present whenever work is being performed at the project site.

III. MATERIAL REQUIREMENTS

Glass Signage with print (OSVP)

Item	Location	Material Description	Dimensions
1	Office of Senior Vice Presidents	Materials: Glass, 10mm THK Treated: Printed Font: Calibri Font Size: 75mm (PNOC), 100mm(OSVP, EB, EI & FAS) With glass panel mount at each corner See attached layout (Item 1, Annex "B")	*1.15m x 0.30 m *1.15m x 0.40 m

Floor Directories

Item	Location	Material Description	Dimensions
2	Ground Floor	Directory Signages Frame Material: Plastic, Brown Mount: Screws Plate Material: Acrylic, Bronze Treated: Printed Font: swis721 Ex BT Top Layer: Fixed, Name of Flooring, Bold Letters *Ground Floor Next 4 Layers: Changeable Plates, Name of Department *Administrative Services Department *(Blank) *(Blank) *(Blank)	Width: 1 meter Height Per Layer: 100 mm Thk of Acrylic Plate: 3mm

		See attached Sample (Item 2, Annex "B")	
3	Second Floor	<p>Directory Signages Frame Material: Plastic, Brown Mount: Screws Plate Material: Acrylic, Bronze Treated: Printed Font: swis721 Ex BT Top Layer: Fixed, Name of Flooring, Bold Letters *Second Floor Next 4 Layers: Changeable Plates, Name of Department *Strategy Management Office *Office of the General Counsel *Internal Audit Office *(Blank)</p>	<p>Width: 1 meter Height Per Layer: 100 mm Thk of Acrylic Plate: 3mm</p>
4	Third Floor	<p>Directory Signages Frame Material: Plastic, Brown Mount: Screws Plate Material: Acrylic, Bronze Treated: Printed Font: swis721 Ex BT Top Layer: Fixed, Name of Flooring, Bold Letters *Third Floor Next 4 Layers: Changeable Plates, Name of Department *Treasury Department *Accounting Department *(Blank) *(Blank)</p>	<p>Width: 1 meter Height Per Layer: 100 mm Thk of Acrylic Plate: 3mm</p>
5	Fourth Floor	<p>Directory Signages Frame Material: Plastic, Brown Mount: Screws Plate Material: Acrylic, Bronze Treated: Printed Font: swis721 Ex BT Top Layer: Fixed, Name of Flooring, Bold Letters *Fourth Floor Next 4 Layers: Changeable Plates, Name of Department *Project Management Department *Business Research & Development Department *Asset Management Department *ESB Dept. & Park Management Dept.</p>	<p>Width: 1 meter Height Per Layer: 100 mm Thk of Acrylic Plate: 3mm</p>
6	Fifth Floor	<p>Directory Signages Frame Material: Plastic, Brown Mount: Screws Plate Material: Acrylic, Bronze Treated: Printed Font: swis721 Ex BT Top Layer: Fixed, Name of Flooring, Bold Letters *Fifth Floor Next 4 Layers: Changeable Plates, Name of Department *Board Room *Office of the Chairman</p>	<p>Width: 1 meter Height Per Layer: 100 mm Thk of Acrylic Plate: 3mm</p>

		*Office of the Corporate Secretary *(Blank)	
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Department Signages

Item	Location	Material Description	Dimensions
7	Building & Facilities Management Section	Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back See Layout (Item 3, Annex "B")	12" x 12"
8	Records Management Section	Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
9	General Services Division	Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
10	Personnel Services Division	Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
11	Property Management Division	Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"

12	Procurement Management Division	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
13	Administrative Services Department	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
14	Strategy Management Office	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
15	Office of the General Counsel	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
16	Internal Audit Office	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
17	Treasury Department	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"

18	Accounting Department	<p>Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back</p>	12" x 12"
19	Asset Management Department	<p>Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back</p>	12" x 12"
20	Project Management Department	<p>Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back</p>	12" x 12"
21	Business Research & Development Department	<p>Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back</p>	12" x 12"
22	ESB Dept. & Park Management Dept.	<p>Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back</p>	12" x 12"
23	Office of the Chairman	<p>Flush Mount Conference Room Sign Logo: PNOC logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back</p>	12" x 12"

24	Office of the Corporate Secretary	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"
25	Board Room	Flush Mount Conference Room Sign Logo: PNOG logo above, Name of Department Below Height of Logo: 25 cm Height of Dept. Name: 2 cm Acrylic Plate Color: Brushed Gold with black lettering Treated: Printed Engraved Corners: Round Mount: Foam Tape at the Back	12" x 12"

Wall mounted acrylic sign holders

Item	Location	Material Description	Dimensions
26	Bldg. 6 Elevators & Lobbies	Material: Acrylic Crystal-clear Front load signs for ease of access Foam tape included for easy mounting See attached Sample (Item 4, Annex "B")	A4 Size

Wall mounted Acrylic Frame

Item	Location	Material Description	Dimensions
27	Bldg. 6 Library	Material: Acrylic Thk: 3mm Crystal-clear Sandwich Type With Bolts and Nuts See attached Sample (Item 5, Annex "B")	Dimensions are actual content only. Add enough spacing for the sidings. 60 cm x 90 cm
28	Bldg. 6 Library	Material: Acrylic Thk: 3mm Crystal-clear Sandwich Type With Bolts and Nuts See attached Sample (Item 5, Annex "B")	Dimensions are actual content only. Add enough spacing for the sidings. 90 cm x 90 cm
29	Bldg. 6 Library	Material: Acrylic Thk: 3mm Crystal-clear Sandwich Type With Bolts and Nuts See attached Sample (Item 5, Annex "B")	Dimensions are actual content only. Add enough spacing for the sidings. 100 cm x 100 cm

30	Bldg. 6 Library	Material: Acrylic Thk: 3mm Crystal-clear Sandwich Type With Bolts and Nuts See attached Sample (Item 5, Annex "B")	Dimensions are actual content only. Add enough spacing for the sidings. 95 cm x 110 cm (2 pcs)
31	Bldg. 6 Library	Material: Acrylic Thk: 3mm Crystal-clear Sandwich Type With Bolts and Nuts See attached Sample (Item 5, Annex "B")	Dimensions are actual content only. Add enough spacing for the sidings. 95 cm x 60 cm (4pcs)

IV. PROJECT EXECUTION REQUIREMENTS:

1. Contractor to submit Brochures or Sample images of the look of the following items as specified so that the proponent can visualize signages to be produced.
2. Contractor to submit a soft copy of layout before production of signages based on the specifications set and approved by PNOC.
3. Contractor to present signages to PNOC Admin. - GSD and have their approval before installation.
4. Install all signages based on PNOC approved standard height and placing.

V. OTHER REQUIREMENTS AND CONDITIONS:

- a. The contractor is required to coordinate all activities and work relative to the project with the GSD representative for proper monitoring and coordination.
- b. The contractor should follow proper procedures for entering the compound (i.e., Contact Tracing forms, Personnel rapid testing, health certificates, vaccine cards, whichever is applicable).
- c. All work shall be done in a neat and clean manner.
- d. Defects discovered during the Punch List Inspection shall be corrected as soon as possible.
- e. Contractor shall protect all interior fixtures and other building and office elements. If any damage occurs the contractor will be liable to repair the said damage in accordance to the methods that will be approved in advance by the PNOC admin.
- f. 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:

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

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

VII. WARRANTY PROVISIONS:

- The warranty shall be one (1) year on materials and workmanship reckoned from the date of final turnover and acceptance.

VIII. DEFINITION OF SIMILAR PROJECTS:

- Any project where the contractor will supply and install Office signages.

Lot	Item Description	Quantity	Price Quotation
1	Supply and Installation of Signages at PNOC Building 6	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.

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 : _____

Organization Address : _____

Tel No. / Mobile No. and Email Address : _____

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 _____,
20___ 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]

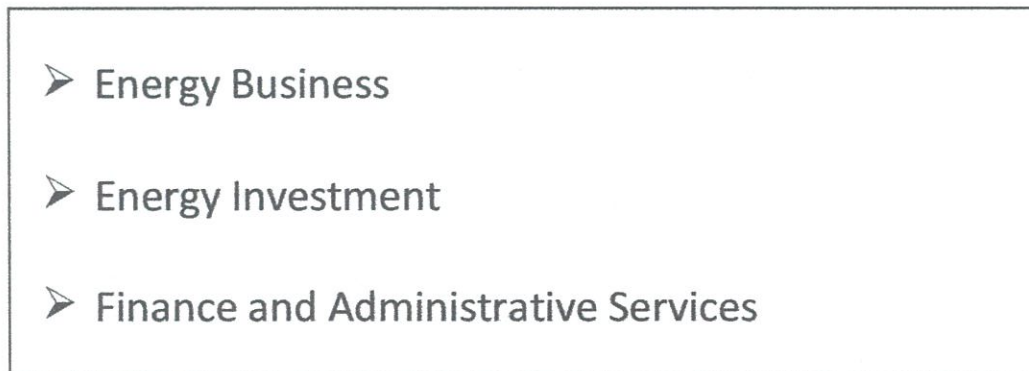
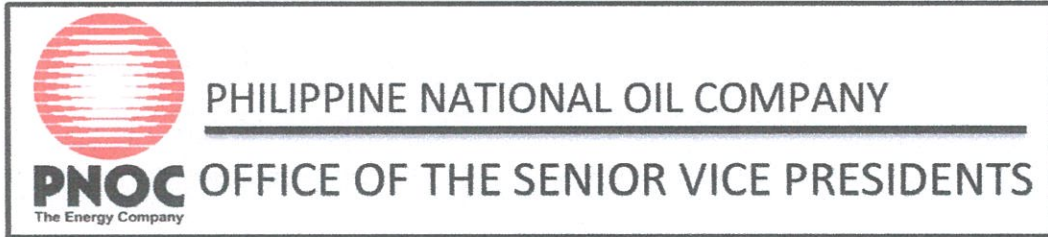
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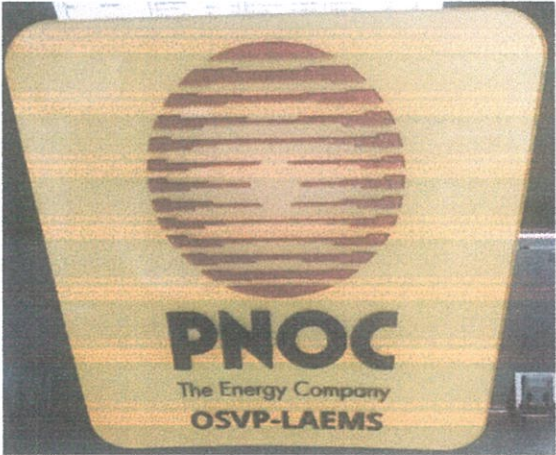
ITEM 1(Glass Signage)



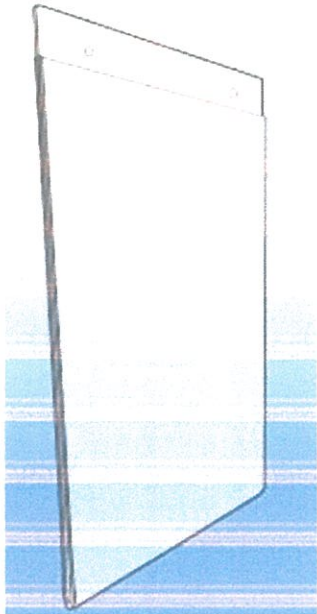
ITEM 2 (Floor Directories)



ITEM 3 (Department Signage)



ITEM 4 (Wall mounted acrylic sign holder)



ITEM 5 (Wall mounted acrylic frame)

