



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 : **January 25, 2023**
Project Title : **Publication of the 50th Anniversary Commemorative Book**
Reference No. : **2023-01-041**
Total ABC : **PhP1,000,000.00**
Submission Deadline: **February 03, 2023 / 05:00 PM**
Place of Delivery : **PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City**

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 not later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- 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)

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.


ATTY. GRACIELA M. BARLETA
Chairperson
Bids and Awards Committee
 

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Item No.	QTY	UOM	Technical Specifications	Amount (PhP)
1	1	lot	<p>1. GRAPHIC DESIGN SERVICES</p> <p>1.1 Concept, Design and Layout Initial presentation shall consist of Two (2) Comprehensive studies in mock -up form or E-file. - Cover design / representative inside pages</p> <p>1.2 Includes illustration & infographics as necessary</p> <p>2. PRODUCTION SERVICES</p> <p>2.1 Manhours in the preparation and development of final files/artworks of the coffee table book- 112pp</p> <p>2.2 Computer manipulation - Photo selection, retouching & editing - Print ready electronic file</p> <p>2.3 Soft copy of final file in Acrobat PDF file</p> <p>2.4 Soft copy of raw file in Adobe InDesign format</p> <p>2.5 Soft copies of consolidated digital and digitized materials used in the full layout including texts, photos, scanned files and/or archives, and artworks in MS Word, JPEG and/or PNG format (whichever is applicable), compiled in one Compact Disk or Flash Drive.</p> <p>3. EDITORIAL SERVICES</p> <p>3.1 Development of theme concept & title head</p> <p>3.1 Conduct of research, interviews, and gathering of data and momentos to support the theme of the Commemorative Book</p> <p>3.2 Copywriting and proofreading</p> <p>3.3 Preparation of book outline – • Covering fourteen (14) Past Presidents of PNOC - Seven (7) Presidents still alive - Six (6) Presidents deceased - One (1) for verification • Intro – History of PNOC, etc.</p> <p>4. COLOR PROOFING / PRINTING – (Hardbound and Softbound)</p> <p>4.1 Color Proofing • 112 sets – 25.5 cms. x 28 cms. • 1 pc proofing (Envelope) • Color proofs / Printing supervision</p>	

4.2 Specifications: Hardbound

- **Size: Cover:** Folded 10" x 11" /Spread 20"x 11" (with spine approx. 5/8")- 4pp
- **Inside pp 1:** Folded 10" x 11" /Spread 20"x 11" -84pp
- **Inside pp 2:** "Milestones" – 3 panels 2 folds – 2 spread
 - Folded 10"x 11" /Spread 20" x11" -8pp/ 2 spreads
- **End paper A:** Folded 10"x 11" Spread 20" x 11" – 8pp
- **End paper B:** Folded 10"x 11" Spread 20" x 11" – 4pp
- **End paper C:** Folded 10"x 11" Spread 20" x 11" – 4pp

- **Jacket:** Folded 10"x 11" Spread 27 5/8" x 11"
 - (+spine 5/8")

- **No of pp: Total of 112pp**
- (Cover 4pp/ Text – 84pp/End paper- 16pp)

- **Stock: Cover:** Imithlin mounted on Chipboard #20
- **Jacket:** Chroma Offset "White" 240 gsm
- **Inside pp 1&2** – Chroma Offset"White"" 120 gsm
- **End paper A:** Chroma Offset"White" 150 gsm
- **End paper B:** Chroma Offset"White"" 120 gsm
- **Color: Cover:** With Stamping in Gold + Debossed 4"x 3"(Logo)
- **Jacket:** With 1 Solid color/Embossed Logo 4"x 3' (logo)/DC
- **Inside pp 1&2:** Full/Full
- **End paper A:** 1Solid Color 2 SP
- **End paper B:** No print

- **Process:** Offset 2 SP

- **Binding:** Smythe sewn, Section

4.3 Specifications: Softbound

- **Size: Cover:** Folded 10" x 11" /Spread 20"x 11" (with spine approx. 5/8") - 4pp

- **Inside pp 1:** Folded 10" x 11" /Spread 20"x 11" -84pp
- **Inside pp 2:** "Milestones" -- 3 panels 2 folds -- 2 spread
 - Folded 10"x 11" /Spread 20" x11" - 8pp/ 2 spreads
- **No of pp:** Total of 88pp
- (Cover 4pp/ Text 84pp)
- **Stock: Cover:** Chroma Offset "White" 240 gsm
- **Inside pp - 1&2 - Chroma Offset"White"** 120 gsm
- **Color: Cover:** With Stamping in Gold + Debossed 4"x 3"(Logo)
- **Inside pp 1&2:** Full/Full

- **Process:** Offset 2 SP
- **Binding:** Smythe sewn, Perfect Binding

4.3 Specification: Book Case

- **Size:** To fit
- **Stock:** Imithlin "Dark Blue or Black" mounted on Chipboard #20 + Debossed 4"x3" (logo)
- **Color:** With Stamping Gold (front & Spine)

Finish: With diecut, scoring, pasting

QUANTITY

- **100 sets of Main Book with Jacket and Book Case**
- **200 pieces of Soft Bound Copies**

Note: The estimated due date of finished product of this project is on September 30, 2023.

Additional Requirements:

1. One (1) Representative from the supplier/service provider shall serve as the project manager/coordinator of this project and shall coordinate and meet with PNOC's Corporate Relations Division on a weekly basis for project milestone reporting and discussion
2. For the purpose of evaluating their previous work, the bidder should provide the following:

		<ol style="list-style-type: none"> a. Portfolio/s of the researcher/s, copy writer/s, creative writer/s, proofreader/s, and graphic artist/s b. Sample finished product of their previous similar work <ol style="list-style-type: none"> 3. The Supplier shall provide a print proof of the commemorative book before actual production for the end-user to assess and evaluate the quality and accuracy of printing in case revisions on the content, graphic design, or layout are needed to achieve the desired output. 4. Printed copies and Soft copies should be delivered to PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City 5. Items should be delivered on or before September 30, 2023 6. Price should include delivery fee, all other fees and charges, 12% VAT and all applicable taxes. 7. Corporate Relations Division should be informed of delivery time and date at least one week in advance 8. The copyright of the PNOC 50th anniversary commemorative book shall belong to the Philippine National Oil Company. 	
Total ABC		PhP 1,000,000.00	
Place of Delivery		PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City	
Schedule of Delivery		On or before September 30, 2023	

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]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____