



**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 : **July 31, 2023**  
Project Title : **Supply and Delivery of Costumes for the Members of PNOC Voices**  
Reference No. : **2023-07-202**  
Total ABC : **PhP142,000.00**  
Submission Deadline : **August 11, 2023 / 5:00 PM**  
Location : **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](mailto:procurement@pnoc.com.ph) and [cdbbool@pnoc.com.ph](mailto:cdbbool@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Omnibus Sworn Statement (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.

Thank you.

  
**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Supply and Delivery of Costumes for the members of PNOC Voices**

LOT No.	UOM	Technical Specifications	QTY	BRAND	Total Quotation Amount
1	lot	<p><b>Costumes for the members of PNOC Voices</b></p> <p>Total number of PNOC Voices – (21) Pax                      (12) – Female                      (9) – Male</p> <p>Items Needed:</p> <ul style="list-style-type: none"> <li>• 12 pcs – Black long gown using formal textile (gazar fabric) for female members</li> <li>• 12 pcs – Bolero with multicolor/embroidered floral lace for female members (inspired per photo in Annex A)</li> <li>• 12 pcs – Poncho with black/silver lace for female members (inspired per photo in Annex B)</li> <li>• 9 pcs – Embroidered or Hand painted barong (jusi material) for male members that should match the Bolero/gown of female members</li> <li>• 9 pcs – Formal top (Jusi material) for male members that should match the Poncho/gown of female members</li> <li>• 9 pcs – Black pants (Armani) using formal textile/fabric for male member.</li> </ul> <p align="right"><b>(ABC: PhP142,000.00)</b></p> <p><b>PROTOTYPE to be submitted upon receipt of Notice of Award</b></p>	1		
<b>Contract Duration:</b>		Forty Five (45) Calendar days upon receipt of Notice to Proceed.			

# TERMS OF REFERENCE

## A. BACKGROUND

The PNOC Voices performs during various corporate events in PNOC which includes PNOC anniversaries, Christmas parties and other events usually held at the PNOC Lounge. This year, PNOC Voices shall perform during the 50<sup>th</sup> Anniversary celebration of PNOC in November and plans to participate in government choral competitions as encouraged by some members of the PNOC Board of Directors and Management. With majority of the members being new to the company's choral group, they would need a new set of costumes they can wear during special events and performances.

## B. SCOPE OF THE PROJECT /SPECIFICATIONS/

- **No. of members of the PNOC Voices - 21**
  - **Female - 12**
  - **Male - 9**
- **Items Needed:**
  - 12 pcs. Black long gown using formal textile (gazar fabric) for female members
  - 12 pcs. Bolero multicolor/embroidered floral lace for female members (inspired per photo in Annex A)
  - 12 pcs. Poncho lace for female members (inspired per photo in Annex B)
  - 9 pcs. Embroidered or hand-painted barong (jusi material) for male members that should match the Bolero/gown of female members
  - 9 pcs. Formal top (jusi material) for male members that should match the Poncho/gown of female members
  - 9 pcs. black pants (Armani) using formal textile/fabric for male members
- **Design:** (Please see attached Annexes A and B)

## C. REQUIREMENTS:

### SERVICE PROVIDER

- Service Provider must have at least 10 years of experience as designer/couturier and has experience in providing chorale costumes to known government and private institutions.
- Service Provider must be able to provide the couture clothing requirements as stated in listed in item C.
- Service Provider must be able to present or render their design interpretation for male and female costumes inspired from the preferred design of the end-user (Annexes A and B) and must submit swatches of fabric/materials that will be used for the clothing requirement.

The final designs shall be subject to approval of PNOC.

- Service Provider is required to take the sizes of the members of the PNOC Voices to make sure that the costume will fit each member.
- All costumes found defective must be altered, corrected, replaced if needed by the service provider.
- Service Provider may coordinate with Ms. Ma. Rowena C. Raymundo for inquiries at the following contact details:
  - 0917 8258712; 0917 5350357;
  - mrcraymundo@yahoo.com

**PNOC**

- The end – user shall provide the service provider the official list of the members of the PNOC Voices.
- The end – user shall process payment of the service provider upon submission of the required documents.

**D. SCHEDULE**

Project must be finished within 45 working days upon receipt of Notice to Proceed from the PNOC. Failure to do so, the service provider will be subject to penalty as required/stated under the procurement law.

**E. PAYMENT**

The Service Provider will receive payment within 30 working days upon submission of necessary documents required by PNOC and upon acceptance by the end – user.

**ANNEX A**



**ANNEX 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.

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 : \_\_\_\_\_