



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 : **28 March 2025**
Project Title : **Supply and Installation of Outdoor and Indoor Signages**
Reference No. : **2025-03-082**
Total ABC : **PhP210,000.00**
Submission Deadline : **08 April 2025 / 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; or Portable Document Format (PDF) copy to email address: 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)
- Price Quotation / Proposal and Compliance Form

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 / crgervacio@pnoc.com.ph.

Thank you.


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

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM
(Project Title)**

LOT No.	UOM	TERMS OF REFERENCE	TOTAL AMOUNT (P)
1	lot	<p>I. SCOPE OF WORK</p> <p>The Contractor shall provide all necessary labor, tools, materials, equipment, supervision, and technical expertise required for the successful execution and completion of the signage installation.</p> <p>Additionally, the Contractor shall be responsible for the dismantling and removal of the existing signage located at the main entrance of the Energy Center.</p> <p>II. MATERIALS REQUIREMENTS</p> <p><i>See attached Annex</i></p> <p>III. PROJECT EXECUTION REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The Contractor shall submit a soft copy of layout before production based on the given specifications and approved by PNOC. 2. The Contractor shall present sample of signage to PNOC Admin- GSD and have their approval before installation. 3. Installed signage based on the PNOC approved standard height and placing. <p>IV. OTHER REQUIREMENTS AND CONDITIONS:</p> <ol style="list-style-type: none"> 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 solely borne by the Contractor. <p>V. COMPLETION OF WORK:</p>	

	<ol style="list-style-type: none"> 1. Work should be completed within twenty (20) 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 <p><i>NOTE: Delays due to work stoppage (related to contractor's noncompliance 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.</i></p> <p>VI. WARRANTY PROVISIONS</p> <p>The warranty shall be one (1) year in workmanship reckoned from the date of final turn over and acceptance.</p>	
Total amount of ABC: Php210,000.00		
Delivery Period:	Within twenty (20) calendar days from receipt of Notice to Proceed.	
Delivery Place:	PNOC Main Office, BGC, Taguig City	
	Quoted price should be inclusive of VAT and all applicable taxes.	
	Awarding on 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.
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 portable document format (PDF) file via email address newprocurement@pnoc.com.ph

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY.pdf
Example: RFQ202401001_XYZCompany.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.

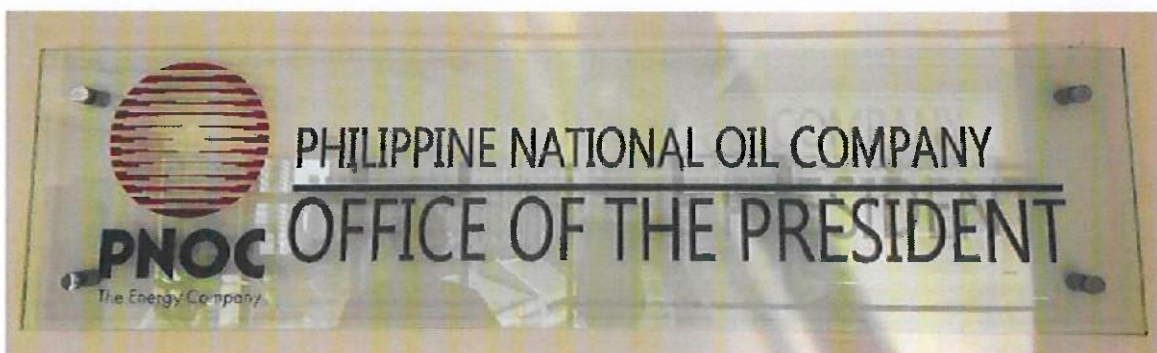
2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation submitted late based on system timestamp will be automatically disqualified.

4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders upon request.
5. 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.
6. 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.

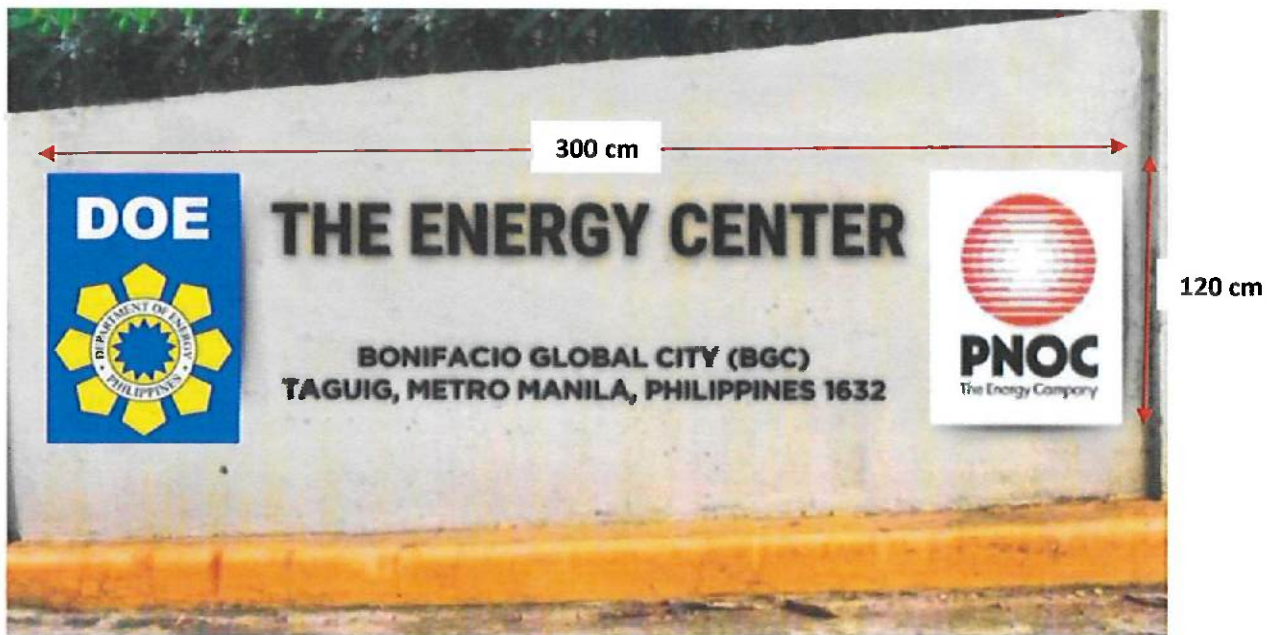
Annex

ITEM NO.	LOCATION	SIGNAGE	DIMENSION	TYPE OF WALL FOR MOUNTING
A. DISMANTLING OF EXISTING SIGNAGE				
1	Main Entrance Energy Center	see attached photo	120cm H x 300cm W total dimension	Concrete
	6F	Office of the President	30cm H x 115cm W	
B. SUPPLY AND INSTALLATION OF STAINLESS STEEL SIGNAGE				
1	Main Entrance Energy Center	see attached photo	120cm H x 300cm W total dimension	Concrete
2	PNOC Bldg. 6 Façade	CORPORATE CENTER	20cm height	Concrete
C. SUPPLY AND INSTALLATION OF GLASS SIGNAGE				
1	7F	NETWORKING HALL	30cm H x 115cm W	Concrete
2	6F	OFFICE OF THE PRESIDENT & CEO	30cm H x 115cm W	Concrete

A. DISMANTLING OF EXISTING SIGNAGE



B. STAINLESS STEEL SIGNAGE WITH BACKLIT



Materials: Stainless Steel, black glossy finish
Font: Roboto Condensed for THE ENERGY CENTER, Gotham for the address
Logo: Colored stainless steel (engraved)

STAINLESS STEEL SIGNAGE



Logo and Philippine National Oil Company- Already installed

CORPORATE CENTER- stainless steel mirror finish, 20cm height, Arial Narrow

C. GLASS SIGNAGE

Materials: 10mm thick Glass with engrave printed name (black)
Font: Artifakt Element Book
With decorative bolts



NETWORKING HALL



OFFICE OF THE PRESIDENT & CEO

1. OFFICE OF THE
PRESIDENT & CEO

2. NETWORKING HALL



PNOC
The Energy Company

Font Used in office signage:

BEBAS NEUE

Color Hexcode:

#000000
Black

Font Used in Logo:

GEOMETRIC231 HV BT
A_FUTURA ORTO

Color Hexcode:

#F9423A
Warm Red C