



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 : **10 June 2025**
Project Title : **Supply and Delivery of AutoCAD Software and Adobe Acrobat Pro for Teams Subscriptions**
Reference No. : **2025-06-133**
Total ABC : **PhP 510,433.34**
Submission Deadline : **19 June 2025 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with belowlisted documentary requirements and information may be submitted via:

Electronic Mail **Portable Document Format (PDF) copy to email**
or **address: newprocurement@pnoc.com.ph**

Physical **Sealed envelope to PNOC Procurement**
Submission **Management Division at the above address**

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (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

Additional Requirements:

- Certificate of Dealership (for item no.1)

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 / ergenoso@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of AutoCAD Software and Adobe Acrobat Pro for Teams Subscriptions

ITEM NO.	UM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE	TOTAL AMOUNT (P)
1	lic	AutoCAD Software for PNOC-HO Specifications: <ul style="list-style-type: none"> • Annual Subscription • Single-user ELD (Electronic License Delivery) • Compatible with: Windows 10 64-bit or higher • Supplier must be: Authorized dealer of AutoCAD Software (Certificate of Dealership) • See attached Annex A for features and functionality (ABC: Php123,266.67)	1		
2	lic	Adobe Acrobat Pro for Teams (1 year Subscription) <ul style="list-style-type: none"> • Convert documents and images to PDF files • Create, protect and send PDFs in popular Microsoft 365 apps for Windows • Combine multiple documents and file types into one PDF file • Convert web pages to interactive PDFs • Prevent others from copying or editing information in PDFs • Create a password-protected PDF • Recognize text in scans • Edit PDF text and images • Insert, delete, and organize pages in a PDF • Convert PDFs to JPG, TIFF, or PNG image formats • Redact to permanently remove sensitive visible information in PDFs • Add comments to PDFs with a full suite of commenting tools 	20		

		including text editing, highlighter, and sticky notes <ul style="list-style-type: none"> • Fill, sign, and send forms faster using data from computer or mobile device • Turn paper or Word docs into fillable PDF forms • Require password, security certification • Use AI/ML to easily convert any document into a web form (ABC: Php387,166.67)			
TOTAL AMOUNT OF BID:					
Total amount of ABC:		Php510,433.34			
Delivery Schedule:		Twenty (20) calendar days			
Project Location:		PNOC-Main Office, BGC, Taguig City			
Awarding:		Per line item			

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 single file portable document format (PDF) via email address newprocurement@pnoc.com.ph

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY.pdf
Example: RFQ202401001_XYZCompany.pdf

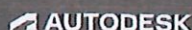
Note: RFQ Reference Number is located at the front page of the request for quotation.

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.



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Smart Blocks: Detect and Convert Tech Preview

Improve design efficiency and save time when cleaning up drawings by automatically recognizing objects to convert into blocks with the help of Autodesk AI.*



Smart Blocks: Search and Convert

Quickly search your drawings for objects to convert into instances of a newly defined block, an existing or recently used block, or a suggested block from your Block Libraries with the help of Autodesk AI.



"What's Changed" Activity Insights

Access a summary of changes made across all editing sessions by any user, including a list of specific changes to objects, command-based workflow breakdowns, changes to file size, and overall editing time—giving you more data to make informed decisions.



Markup Import and Markup Assist for Autodesk Docs Markups & Issues

Import and connect JPG, PNG, and PDF markups from Autodesk Docs. Markups made in Autodesk Docs continue to sync in AutoCAD so you can review and incorporate feedback with Markup Assist or view Autodesk Docs Issues.



Streamlined collaboration

With an AutoCAD subscription you can capture, share, and review ideas on the go:

- Access AutoCAD on the web and mobile
- View, edit, markup, and share drawings from virtually any device.
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Recently released features for AutoCAD

Autodesk Assistant

Quickly search for solutions through the conversational interface powered by Autodesk AI to generate summarized guides, responses, and helpful learning resources.



ArcGIS® Basemaps

Access five Basemaps in the form of high-resolution satellite and aerial imagery, OpenStreetMaps and Streets, along with light and dark gray monochrome map styles.



Hatch Improvements

You can now add texture to your drawings through patterns, fills, and paths—without pre-defined shapes or enclosed boundaries.



Smart Blocks: Replacement

Quickly find the blocks you need by replacing one or more blocks with suggestions by Autodesk AI, recently used blocks, and manual substitutae block selection.



Smart Blocks: Placement

Automatically place blocks in your drawing based on where you've inserted the same ones thus far in your DWG file, reducing the number of clicks and saving you time in the process.



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Seven specialized toolsets for architecture, mechanical design, 3D mapping, and more are included with an AutoCAD subscription.

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*This feature is a technology preview which is still under development and will continue to evolve and improve with time.

**Productivity data based on a series of studies commissioned by Autodesk to an outside consultant. The seven toolset studies compared basic AutoCAD to the specialized toolsets within AutoCAD when performing tasks commonly done by experienced AutoCAD users. Overall productivity gain calculation based on adding the completion times of specific tasks in the toolset and also in basic AutoCAD and then calculating the percent difference between the two totals across seven studies. As with all performance tests, results may vary based on machine, operating system, filters, and even source material. While every effort has been made to make the tests as fair and objective as possible, your results may differ. Studies, infrastructure, and specifications are subject to change without notice. Autodesk provides this information "as is," without warranty of any kind, either express or implied.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]