



**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 : **20 June 2025**  
Project Title : **Supply and Delivery of Furnitures for Networking Hall and Club Lounge of PNOC Building 6**  
Reference No. : **2025-06-148**  
Total ABC : **PhP 956,396.00**  
Submission Deadline : **27 June 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; Portable Document Format (PDF) copy to email**  
**or** address: [newprocurement@pnoc.com.ph](mailto: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
- Latest Income/Business Tax Return
- 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)

#### **Additional Requirements:**

- Product Brochure/s

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](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@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 Furnitures for Networking Hall and Club Lounge of PNOC Building 6

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (₱)	TOTAL AMOUNT OF BID (₱)
1	units	<b>CHAIR</b> Location: Networking Hall Technical Specifications: <input checked="" type="checkbox"/> Width: 45cm <input checked="" type="checkbox"/> Depth: 53cm <input checked="" type="checkbox"/> Height: 90cm <input checked="" type="checkbox"/> Color: Beige and Whitewash <input checked="" type="checkbox"/> Weight Capacity: 150 kgs <input checked="" type="checkbox"/> Material: Polyester fabric and soft foam cushion; Rubberwood frame and legs <b>(ABC: PhP689,000.00)</b>	130		
3	sets	<b>OUTDOOR GARDEN SET (4-SEATER)</b> Location: Club Lounge Technical Specifications: <input checked="" type="checkbox"/> Sets Includes: One (1) Table + Four (4) Chairs <input checked="" type="checkbox"/> Table Dimension: D31.5" x H28.25" <input checked="" type="checkbox"/> Chair Dimension: D22.75" x W23.5" x H30.25" <input checked="" type="checkbox"/> Material: Metal Base, Plastic Rattan with Tempered Glass Table Top <b>(ABC: PhP99,996.00)</b>	4		
4	sets	<b>DINING SET – CAFÉ (4-SEATER)</b> Technical Specifications: (TABLE) <input checked="" type="checkbox"/> Diameter: 120cm <input checked="" type="checkbox"/> Height: 78cm <input checked="" type="checkbox"/> Product Weight: 46.55 kgs <input checked="" type="checkbox"/> Material: Terrazzo Finish Round MDF, Three (3) Sturdy Fluted Table Legs (CHAIRS) <input checked="" type="checkbox"/> Width: 45cm <input checked="" type="checkbox"/> Depth: 60cm <input checked="" type="checkbox"/> Height: 89cm <input checked="" type="checkbox"/> Seat Height: 45.5cm <input checked="" type="checkbox"/> Weight: 6.65 kgs <input checked="" type="checkbox"/> Material: Metal Legs (matched with the table) <b>(ABC: PhP167,400.00)</b>	4		
<b>Total amount of ABC: Php 956,396.00</b>					
Total amount of Bid: Php					
Delivery Schedule:		Within Seven (7) Calendar Days upon receipt of Purchase Order			
Project Location:		PNOC-Main Office, BGC, Taguig City			
Pricing:		Quoted price should be VAT inclusive			
Awarding:		Per lot basis / Total of three (3) lots			



## 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 the proposal/quotation submitted 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 portable document (PDF) format via email address [newprocurement@pnoc.com.ph](mailto: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 as requested.
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.