



**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 : **10 July 2025**  
Project Title : **Provision of Accommodation for Strategic Small-Scale LNG Supply Agreement Planning**  
Reference No. : **2025-07-153**  
Total ABC : **PhP 200,000.00**  
Submission Deadline : **14 July 2025 / 01:00 PM**  
Location : **Within Brgy. Fort Bonifacio, 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) file copy to email address: [newprocurement@pnoc.com.ph](mailto: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 - 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 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](mailto:newprocurement@pnoc.com.ph) / [crgervacio@pnoc.com.ph](mailto:crgervacio@pnoc.com.ph).

Thank you.

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

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### Provision of Accommodation for Strategic Small-Scale LNG Supply Agreement Planning

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)
1	Lot	<p>The accommodation must meet the following specifications:</p> <ul style="list-style-type: none"><li>• 7 individual rooms to accommodate 7 persons (one room per person).</li><li>• Check-in on July 15, 2025, and check-out on July 19, 2025 (5 days, 4 nights).</li><li>• Each room must be fully furnished and include essential amenities such as comfortable beds, clean linens, a private bathroom, toiletries, and readily available service water.</li><li>• Daily breakfast must be provided for all accommodated guests.</li><li>• Reliable in-room internet and Wi-Fi access must be available.</li></ul>	
<b>Total amount of ABC: PhP 200,000.00</b>			
Contract Duration:		July 15-19, 2025	
Location:		Within Fort Bonifacio, 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.

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 portable document format (PDF) file 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 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.