



**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	:	<b>21 October 2025</b>
Project Title	:	<b>Supply and Delivery of Customize Anniversary Jacket</b>
Reference No.	:	<b>2025-10-193</b>
Total ABC	:	<b>PhP 378,345.00</b>
Submission Deadline	:	<b>24 October 2025 / 09:00 AM</b>
Place of Delivery	:	<b>PNOC-Main Office, BGC, Taguig City</b>

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

<b>Electronic Mail; or</b>	<b>Portable Document Format (PDF) copy to email address: <a href="mailto:newprocurement@pnoc.com.ph">newprocurement@pnoc.com.ph</a></b>
<b>Physical Submission</b>	<b>Sealed envelope to PNOC Procurement Management Division at the above address</b>

**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)
- Accomplished 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](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

### Supply and Delivery of Customize Anniversary Jacket

ITEM NO.	UOM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	pcs	<b>Customize Anniversary Jacket</b> <ul style="list-style-type: none"><li>• Solid Body Fabric</li><li>• Material 96% Recycled Polyester</li><li>• Color Scheme: Black with colored lining</li><li>• Design Elements: PNOC Branding</li><li>• Printing Method: Embroidery</li><li>• Size: Small to 3XL</li><li>• Additional Requirements:<ul style="list-style-type: none"><li>○ Provision of sample cloth</li><li>○ Provision of mockup/prior to production</li><li>○ Provision of sizes</li></ul></li></ul>	165		
<b>ABC: PhP 378,345.00</b>					
<b>Delivery Date:</b>		On or before November 06, 2025			
<b>Location</b>		Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City			
		Quoted price should be inclusive of VAT and all applicable taxes.			
		Awarding is on per item basis/one (1) item.			

## TERMS OF REFERENCE

### I. Background and Rationale

As part of the 52nd Anniversary celebration of the Philippine National Oil Company (PNOC), the Procurement of Customized Anniversary Jackets aims to foster unity and institutional pride among employees. This TOR outlines the requirements for the production and timely delivery of 165 customized jackets, aligned with PNOC branding and corporate identity.

### II. Quantity

165 pcs. Customized Anniversary Jackets

### III. Requirements

Specification	Requirement
Body Fabric	Solid body fabric
Material Composition	96% Recycled Polyester
Color Scheme	Black with colored lining
Design	With PNOC branding elements (logo, text) to be provided by PNOC



Printing Method	Embroidery
Sizes	Small to 3XL

#### **IV. Additional Requirements**

The winning supplier shall:

1. Provide sample cloth/fabric swatch for quality evaluation and approval.
2. Submit digital mockup design based on PNOC branding guidelines prior to production.
3. Provide actual size samples (S to 3XL) for fitting reference.
4. Secure PNOC approval for all outputs prior to final production.
5. Ensure delivery of items not later than November 06, 2025.

#### **V. Delivery and Schedule**

- Delivery Deadline: On or before November 06, 2025
- Delivery Location: PNOC Head Office, Energy Center, Bonifacio Global City, Taguig City

#### **VI. Inspection and Acceptance**

- All items delivered shall be subject to inspection and acceptance by PNOC's authorized personnel.
- Any defective item must be replaced within five (5) working days from receipt of notice.

#### **VII. Payment Terms**

- Payment shall be processed within thirty (30) calendar days upon complete delivery, acceptance, and submission of required billing documents.
- Payment will be made through check or other government-authorized disbursement method, subject to applicable accounting and auditing rules.

### **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 71.1.4 of RA 12009.

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.