



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 : **14 April 2026**
Project Title : **Printing of Consolidated Office Forms**
Reference No. : **2026-03-025**
Total ABC : **PhP 674,735.60**
Submission Deadline : **23 April 2026 / 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**

**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)

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 / gsmendoza@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Printing of Consolidated Office Forms

LOT	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	1	pad	DEBIT NOTE Size: 17.6 x 21.5 cms. Stock: No Carbon Required (NCR) Color: 1 st Copy – 2 colors/1 side (white) 2 nd Copy – 2 colors/1 side (yellow) 3 rd Copy – 2 colors/1 side (green) 4 th Copy – 2 colors/1 side (pink) Copies: 50 x 4 Process: Offset Printing Others: Pre-numbered, as per sample (ABC: PhP30,030.00)	40		
	2	pad	DISBURSEMENT VOUCHER Size: 21.0 x 29.7cm (A4) Stock: No Carbon Required (NCR) Color: Two (2) Colors Copies: 50 x 2 / pad Process: Offset Printing Printing: 1 st Copy – 2 side printing (front – 2 colors/back – 1 color) 2 nd Copy – 1 side printing Others: with PNOG logo, as per sample (ABC: PhP221,964.60)	338		
	3	pcs	ENVELOPE BROWN with PNOG LOGO and BAGONG PILIPINAS LOGO (A4) Full Colors, Offset Printing As per sample (ABC: PhP32,890.00)	575		
	4	pcs	ENVELOPE BROWN with PNOG LOGO and BAGONG PILIPINAS LOGO (Legal) Full Colors, Offset Printing As per sample (ABC: PhP32,604.00)	520		
	5	pcs	ENVELOPE BROWN with PNOG LOGO and BAGONG PILIPINAS LOGO (Letter) Full Colors, Offset Printing As per sample (ABC: PhP2,288.00)	40		
	6	pad	LOCAL PURCHASE REQUISITION Size: 21.0 x 29.7cm (A4) Stock: No Carbon Required (NCR) Color: 1 st Copy – 1 color/1 side (black) 2 nd Copy – 1 color/1 side (blue) 3 rd Copy – 1 color/1 side (orange) Copies: 50 x 3 Process: Offset Printing Others: with amienda, as per sample (ABC: PhP61,050.00)	111		

LOT	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	7	box	MAILING ENVELOPE with PNOC LOGO Size: 10.5 x 24 cms. Stock: Bond, 20 lbs. Color: Full Colors/1 side Copies: 500/box Process: Offset Printing Others: with PNOC logo, as per sample (ABC: PhP60,500.00)	22		
	8	pad	MEMO PAD, PERSONALIZED Size: 21.5 x 14.0 cms. Stock: Book paper, 20 lbs. Color: 1 color/1 side Copies: 100 x 1 Process: Offset Printing Others: with PNOC logo, as per sample (ABC: PhP15,136.00)	32		
	9	ream	PNOC LETTERHEAD, A4 (with BAGONG PILIPINAS LOGO) Size: 21.0 x 29.7 cms. Stock: Book paper, 20 lbs. Color: Full colors/1 side Copies: 500 pcs/ream Process: Offset Printing Others: with PNOC logo, as per sample (ABC: PhP142,065.00)	41		
	10	pad	RECEIPT FOR CASH/CHECK DISBURSEMENT (RCD) Size: 11.5 x 14.0 cms. Stock: Bond, 20 lbs. Color: 1 color/1 side Copies: 100 x 1 / pad Process: Offset Printing Others: with PNOC logo, as per sample (ABC: PhP1,144.00)	8		
	11	pad	REQUEST FOR FOREIGN CURRENCY REMITTANCE (RFCR) Size: 21.5 x 17.5 cms. Stock: No Carbon Required (NCR) Copies: 50 x 3 / pad Printing: 1 st Copy – White Paper (Original) 2 nd Copy – Blue Paper (Payables) 3 rd Copy – Pink Paper (Treasurer) Process: Offset Printing / 1 side print Others: with amienda, as per sample (ABC: PhP550.00)	2		
	12	pad	TRIP TICKET Size: 21.5 x 13.7 cms. Stock: No Carbon Required (NCR) Color: 1 color/1 side printing Original – White Duplicate – Green Copies: 50 x 2 / pad Process: Offset Printing Others: with PNOC logo, pre-numbered, with amienda as per sample (ABC: PhP42,240.00)	320		

LOT	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	13	pad	WORK ORDER REQUISITION Size: 21.0 x 29.7 cms. (A4) Stock: Book Paper, 20 lbs. Color: 1 st Copy – 1 color/1 side (black) 2 nd Copy – 2 colors/1 side (orange) 3 rd Copy – 2 colors/1 side (blue) Copies: 50 x 3 Process: Offset Printing Others: with amienda, as per sample (ABC: Php28,424.00)	68		
	14	pad	JOB ORDER FORM Size: 21.5 x 28 cms. Stock: No Carbon Required (NCR) Copies: 50 x 4 / pad Printing: 1 st Copy – White Paper (Customer's Copy) 2 nd Copy – Pink Paper (File's Copy) 3 rd Copy – Blue Paper (Accounting's Copy) 4 th Copy – Yellow Paper (Operation Copy) Process: Offset Printing / 1 side print Others: with PNOC logo, pre-numbered, with amienda, as per sample (ABC: Php3,850.00)	10		
TOTAL >>>>>						
Total amount of ABC: Php 674,735.60						
Total amount of Bid is inclusive of VAT.						
Delivery Schedule: Thirty (30) Calendar Days after approval of final blueprint						
Delivery Place: PNOC-Main Office, BGC, Taguig City						
Awarding: 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 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

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.