



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 : **21 May 2026**
Project Title : **Supply and Delivery of Adobe Acrobat Pro for Teams (1-year Subscription)/One Time Payment**
Reference No. : **2026-05-058**
Total ABC : **PhP 867,000.00**
Submission Deadline : **01 June 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

**Supply and Delivery of Adobe Acrobat Pro for Teams
(1-Year Subscription)**

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
1	1	Lic.	ADOBE ACROBAT PRO for TEAMS (1-YEAR SUBSCRIPTION) The Adobe Acrobat Pro for Teams must have the following features and functionality but not limited to: <input checked="" type="checkbox"/> Convert documents and images to PDF files <input checked="" type="checkbox"/> Create, protect, and send PDFs in popular Microsoft 365 apps for Windows <input checked="" type="checkbox"/> Combine multiple documents and file types into one PDF file <input checked="" type="checkbox"/> Convert web pages to interactive PDFs <input checked="" type="checkbox"/> Prevent others from copying or editing information in PDFs <input checked="" type="checkbox"/> Create a password-protected PDF <input checked="" type="checkbox"/> Recognize text in scans <input checked="" type="checkbox"/> Edit PDF text and images <input checked="" type="checkbox"/> Insert, delete, and organize pages in a PDF <input checked="" type="checkbox"/> Convert PDFs to JPG, TIFF, or PNG image formats <input checked="" type="checkbox"/> Redact to permanently remove sensitive visible information in PDFs <input checked="" type="checkbox"/> Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes <input checked="" type="checkbox"/> Fill, sign, and send forms faster using data from computer or mobile device <input checked="" type="checkbox"/> Turn paper or Word docs into fillable PDF forms <input checked="" type="checkbox"/> Require password, security certification <input checked="" type="checkbox"/> Use AI/ML to easily convert any document into a web form	40		
TOTAL AMOUNT >>>>>PhP						
Total amount of ABC: Php 867,000.00						
Total amount of Bid is inclusive of VAT and applicable taxes						
Delivery Schedule: Thirty (30) Calendar Days after receipt of Purchase Order (PO)						
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 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 a single file password-protected 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 PNOG.