



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 : **10 June 2026**
Project Title : **CY2026 Annual Physical Examination (APE)
for PNOC Head Office Employees**
Reference No. : **2026-06-068**
Total ABC : **PhP 700,000.00**
Submission Deadline : **22 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)

Additional Requirements:

- Proof of registration and/or accreditation from the DOH.
- PRC licenses/registration of medical professionals and medical staff along with relevant training certificates.
- Certificate of Registration (DTI / BIR / SEC)
- Proof of establishment of at least two (2) satellite clinic/s within Metro Manila, and with at least one (1) located within BGC, Fort Bonifacio, Taguig City.
- Proof of operation of at least five (5) years being an APE service provider.

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

**CY2026 Annual Physical Examination for
PNOC Head Office Employees**

LOT	UM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (P)
1	lot	CY2026 Annual Physical Examination (APE) for PNOC-Head Office Employees Total no of employees: 103 (Plantilla position) <i>(Please refer to attached terms of reference)</i>	1	
Total amount of ABC: PhP 700,000.00				
Delivery Schedule:		Schedule to be agreed by PNOC and Service Provider upon issuance of the Notice to Proceed (NTP) but not later than: 22-October-2026		
Delivery Place:		PNOC-Main Office, BGC, Taguig City		
Pricing:		Quoted price should be inclusive of VAT and applicable taxes		
Awarding:		Per lot basis/one (1) lot		

TERMS OF REFERENCE

CY2026 ANNUAL PHYSICAL EXAMINATION (APE)
FOR PNOC EMPLOYEES

I. INTRODUCTION

The Annual Physical Examination (APE) is a mandatory tool for monitoring employees' health status, providing on-site services such as routine diagnostic tests, screenings, and other ancillary procedures to ensure early detection and adequate treatment of illnesses. The APE is included under the PNOC Health and Wellness Program as required by law and agreed upon in the Collective Negotiation Agreement with the Employees Association.

The APE shall be conducted by a Service Provider subject to terms and reference.

II. IMPLEMENTATION DATE

Schedule to be agreed by PNOC and Service Provider upon issuance of the Notice to Proceed (NTP) but not later than 22 October 2026

Time is from 7:00 A.M. to 4:00 P.M.

III. NUMBER OF PAX

(103) PNOC Head Office Plantilla Employees

IV. COVERAGE

All Head Office Plantilla employees who have completed at least (6) months and are in the service as of the date of effectivity of this Agreement shall be covered.

(Except those assigned in offsite departments –PNOC Park Management Department in Bataan and Energy Supply Base (ESB) Department in Batangas)

V. SCOPE OF WORK

The Service Provider shall conduct the following Annual Physical Examination (APE) procedures ON-SITE: PNOC Head Office in BGC, Taguig City

- 1) Comprehensive History Taking
- 2) Complete Physical Examination and Optical Screening (Work Site)
- 3) Interpretation of Results and Recommendation
- 4) APE Examination and Laboratory Tests

4.1. Physical Examination

- a. Digital Rectal Examination (DRE) for males
- b. Breast Examination for females

4.2. Laboratory test/studies:

- a. Routine Urinalysis;
- b. Routine Fecalalysis;
- c. CBC with Platelet Count, Blood Typing (w/RH)
- d. Lipid Profile
- e. Fasting Blood Sugar (FBS)
- f. HBA1c
- g. Blood Uric Acid (BUA)
- h. Blood Urea Nitrogen (BUN)
- i. Creatinine
- j. SGOT
- k. SGPT
- l. Potassium
- m. Sodium

5) Radiology:

Chest X-ray (PA and Lateral)

6) Cardio-Pulmonary

Resting ECG

Payment shall be based on the actual number of employees who have undergone ECG.

7) Special Tests

- a) PAP Smear (for females 35 years old and above)
(To provide each employee with new disposable under pads for every test conducted)

Payment shall be based on the actual number of employees who have undergone a PAP Smear.

- b) Prostate Specific Antigen (PSA) Test (for males 45 years old and above)

Payment shall be based on the actual number of employees who have undergone the PSA Test.

- c) Digital Rectal Examination (DRE) (for males 45 years old and above)

Payment shall be based on the actual number of employees who have undergone the DRE Test.

VI. REQUIREMENTS

1. Must be a registered and DOH-accredited Health and Diagnostic Services provider.
2. Must provide four (4) licensed physicians, consisting of two (2) male and two (2) female physicians, to conduct employees' physical examinations and minimize long queues; must be graduates of Family Medicine or duly trained Family Physicians; and

Provide Medical Staff to assist in the conduct of the Annual Physical Examination (APE). All staff are required to provide a certificate of training/s attended and their current PRC ID.

3. A checklist of what to do in preparation for the APE Program must be submitted beforehand to PNOC for distribution to the employees.
4. Must be at least five (5) years in operation as an APE service provider.
5. Must provide fully functional equipment, including two (2) ECG machines, one for male and one for female, to avoid long queues; an X-ray machine; and a blood chemistry analyzer.
6. With at least **TWO (2) satellite clinics** in all major cities in Metro Manila, and at least **ONE (1) satellite clinic** located at BGC, Fort Bonifacio, Taguig City.

VII. TERMS AND CONDITIONS

- A. The schedule of the APE shall be arranged by the Philippine National Oil Company (PNOC).
- B. A consolidated report of the APE detailing the physician's findings, patient's history, and laboratory results must be submitted by the Service Provider in soft and printed copy directly to the PNOC Admin-Personnel Services Division on a schedule indicated in Section VII F.3.a. All medical records, laboratory results, and other important information obtained by the Service Provider shall be treated with confidentiality.
- C. The Service Provider shall not use or disclose confidential information or any part thereof, in any manner other than that is necessary to perform its services under this Agreement or as required by law. Relative thereto, the PNOC agrees to support and coordinate with the Service Provider, its directors and/or officers, employees, or duly authorized representatives, in

their defense against any action, sum of money, liability, damages, and claims which any third party may bring against the Service Provider as a direct or indirect result of the PNOC having received and/or used the confidential information.

- D. The Service Provider shall secure from its employees a written waiver of their right to the confidentiality of information between physician and patient for procedures and examinations undertaken on behalf of PNOC. The written waiver shall likewise authorize the Service Provider to submit to PNOC all relevant documents for incorporation into the employees' health profiles.
- E. All documents, records, reports, receipts, and information about the APE, including those recorded in database systems of the Service Provider, shall be the property of the PNOC.
- F. The Service Provider is required to submit the following to the PNOC in accordance with the prescribed period:
 - 1. Schedule of prices per procedure/examination;
 - 2. Advance copy of the APE results of employees with abnormal findings within three (3) working days after the scheduled date, and it shall include the recommendations from the examining/evaluating physicians;
 - 3. The following submission of schedule-specific test results is required to be endorsed by the PNOC Resident Physician or the Personnel Services Division:
 - a. Soft and hard copies of the APE results (in duplicate forms); and
 - b. Consolidated report in a sealed package within ten (10) working days after the scheduled testing;
 - 4. The Service Provider shall accommodate employees who fail to undergo and/or complete the APE within five (5) working days after the scheduled onsite APE at their Satellite Clinic in BGC, Fort Bonifacio, Taguig City.

VIII. TERMS OF PAYMENT

- A. Payment shall be based on the actual number of employees who have undergone the APE Program and on the cost of the specific APE procedure(s) availed of by each employee. The total amount for all procedures and examinations per employee shall not exceed the approved set.
- B. The Service Provider shall forward the Statement of Account (SOA) and other pertinent documents, especially the consolidated report for the services rendered, within ten (10) working days from the last scheduled testing/screening date.

- C. The PNOC Admin-PSD shall review and validate the above-mentioned documents within three (3) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (e.g., double billing, erroneous entries, etc.), the documents shall be endorsed and returned to the Service Provider for appropriate action.
- D. The PNOC shall have a period of fifteen (15) working days to process payment that shall commence after completion of the review and validation of the following documents submitted by the Service Provider:
1. Statement of Account;
 2. Procedure/examination and/screening results; and
 3. Transmittal list that shall contain the following information:
 - Name of employee
 - Date of examination
 - Procedures requested
 - Procedures/examination conducted
 - Payment due per employee
- E. All payments shall be subject to existing accounting and auditing rules applicable to PNOC.
- F. The Service Provider agrees that any payment due and payable, or that may become due to the Service Provider, shall be offset against any amount due to PNOC under this Contract Agreement, including but not limited to liquidated damages.

IX. **PROJECT DURATION**

1. The duration/schedule of the program shall be determined by PNOC upon issuance of a Notice to Proceed (NTP) to the Service Provider, but in no case shall it go beyond **22 October 2026**.
2. Notwithstanding any provisions to the contrary, the PNOC shall have the right, power, and privilege to terminate the services of the Service Provider for any justifiable cause whatsoever without the need of judicial action by giving thirty (30) calendar days' Written Notice to that effect to the Service Provider, which hereby agrees to abide by the decision of the PNOC.

IX. **PENALTY CLAUSES**

1. In case the Service Provider fails to render the APE procedure and/or examinations as scheduled for any reason whatsoever, the Service Provider shall be liable and pay in favor of the PNOC the full amount allowed for the said services and/or other expenses incurred by reason of such failure.
2. The Service Provider shall not assign or subcontract the services or any portion thereof covered by the Plan without the prior written approval of the

PNOC. Violation of this condition may be a ground for the cancellation of the Contract by the PNOC.

XI. APPROVED BUDGET

Approved budget is PhP700,000.00.

XII. CONTACT PERSON

Atty. Arolf E. Suyom
Department Manager
Administrative Services Department
Email address: aesuyom@pnoc.com.ph

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 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.