



**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 : **July 27, 2026**  
Project Title : **Supply and Delivery of PNOC Corporate Tokens (Class A to D)**  
Reference No. : **2026-07-090**  
Total ABC : **PHP 900,000.00**  
Submission Deadline : **August 3, 2026**  
Place of Delivery : **PNOC Building VI, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**

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

**Electronic Mail:** PDF copy to email address:  
[newprocurement@pnoc.com.ph](mailto: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 "C" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)
- Price Quotation/ Proposal and Compliance Form
- Actual sample or previous works that match the specification of the required tokens for all items.

**Additional Requirements (After Award):**

- Upon receipt of Purchase Order (PO) and **prior to production**, supplier shall submit mockup prototype, subject to approval of the Procuring Entity.

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) / [asalathrop@pnoc.com.ph](mailto:asalathrop@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 PNOC Corporate Tokens (Class A to D)**

| <b>Lot No.</b>                      | <b>Item No.</b>                                                                                  | <b>UOM</b>                                                                                    | <b>Technical Specification/s</b>                                          | <b>Qty</b> | <b>Unit Price (PHP)</b> | <b>Total Amount (PHP)</b> |
|-------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------|-------------------------|---------------------------|
| <b>1</b>                            | <b>1</b>                                                                                         | set                                                                                           | <b>Class A – Bamboo Corporate Gift Set (5-in-1 Premium Set)</b>           | 60         |                         |                           |
|                                     | <b>2</b>                                                                                         | set                                                                                           | <b>Class B – Travel Gift Set (4-in-1 Set)</b>                             | 100        |                         |                           |
|                                     | <b>3</b>                                                                                         | set                                                                                           | <b>Class C – Notebook and Sign Pen with Business Card Holder Gift Set</b> | 350        |                         |                           |
|                                     | <b>4</b>                                                                                         | pc                                                                                            | <b>Class C – Automatic Golf Umbrella</b>                                  | 400        |                         |                           |
|                                     | <b>5</b>                                                                                         | set                                                                                           | <b>Class D – Travel Organizer Bags (Multi-Size Set)</b>                   | 150        |                         |                           |
|                                     | <b>Refer to the Terms of Reference for the complete Technical Specification of Items 1 to 5.</b> |                                                                                               |                                                                           |            |                         |                           |
| <b>TOTAL AMOUNT (VAT Inclusive)</b> |                                                                                                  |                                                                                               |                                                                           |            | <b>PHP _____</b>        |                           |
| Total ABC:                          |                                                                                                  | <b>PHP900,000.00</b>                                                                          |                                                                           |            |                         |                           |
| Delivery Schedule:                  |                                                                                                  | Within Thirty (30) Calendar Days upon receipt of Purchase Order (PO).                         |                                                                           |            |                         |                           |
| Delivery Place:                     |                                                                                                  | PNOC Main Office, Building VI, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City |                                                                           |            |                         |                           |
| Remarks:                            |                                                                                                  | Quoted price should be VAT Inclusive                                                          |                                                                           |            |                         |                           |
|                                     |                                                                                                  | Awarding on lot basis.                                                                        |                                                                           |            |                         |                           |

## **TERMS OF REFERENCE**

### **I. PROJECT OVERVIEW**

The Philippine National Oil Company (PNOC), through the Strategy Management Office - Corporate Relations Division (SMO-CRD), aims to procure customized corporate tokens for institutional visibility and to sustain professional relations with various stakeholders.

### **II. MINIMUM REQUIREMENTS**

- Business Permit
- Electronically Filed Income or Business Tax Return [Filed through the BIR Electronic Filing and Payment System (eFPS)], or Annual Income or Business Tax Return
- PhilGEPS Registration Number
- Submission of physical prototypes or previous works that match the specifications of the required tokens simultaneously with the submission of their bid/quotation. This will serve as the basis for verifying the bidder's technical capability and craftsmanship.

### **III. DURATION AND DATES OF ASSIGNMENT**

- The expected delivery of all items shall be thirty (30) calendar days upon issuance of Purchase Order (PO).
- The engagement of the service provider begins with the issuance by PNOC of the Purchase Order.
- After the issuance of the Purchase Order, a period of seven (7) calendar days is designated for PNOC and the service provider to coordinate for the final approval of branding layouts and physical prototypes before mass production.

### **IV. DETAILED REQUIREMENTS**

#### **A. Item and Printing Specifications**

All logos must be rendered in PNOC Red and White following the high-definition standards below:

| Item No. | Description                                              | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------|----------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | Class A - Bamboo Corporate Gift Set (5-in-1 Premium Set) | 60 sets  | <ul style="list-style-type: none"> <li> <b>Acacia Cube Lamp</b> <ul style="list-style-type: none"> <li><b>Material:</b> Solid, sustainably sourced Acacia dark wood block base with an exposed, industrial-style glass Edison LED bulb.</li> <li><b>Capacity/Power:</b> 3W-5W LED warm filament bulb; USB-powered or rechargeable built-in battery with standard toggle switch.</li> <li><b>Color:</b> Natural dark-grained Acacia brown finish.</li> <li><b>Printing Method:</b> High-Definition Laser Engraving / Digital Etching.</li> <li><b>Logo Print Size:</b> 3.5 cm x 3 cm (centered on the wooden face).</li> </ul> </li> <li> <b>Bamboo Tumbler</b> <ul style="list-style-type: none"> <li><b>Material:</b> Natural organic bamboo exterior shell with food-grade 304 Stainless Steel double-wall vacuum interior insulation. Leak-proof bamboo lid with an airtight silicone seal.</li> <li><b>Capacity:</b> 450ml to 500ml.</li> <li><b>Color:</b> Natural light bamboo finish with silver metallic accents.</li> <li><b>Printing Method:</b> Rotary Laser Engraving or High-Opacity Pad Printing.</li> <li><b>Logo Print Size:</b> 4 cm x 4 cm</li> </ul> </li> </ul> |

| Item No. | Description | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------|-------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |             |          | <ul style="list-style-type: none"> <li> <b>Bamboo Phone Holder</b> <ul style="list-style-type: none"> <li><b>Material:</b> 100% solid, lightweight natural bamboo. Features an ergonomic angled channel cut to hold smartphones vertically or horizontally.</li> <li><b>Color:</b> Natural light bamboo finish.</li> <li><b>Printing Method:</b> High-Definition Laser Engraving.</li> <li><b>Logo Print Size:</b> 4 cm x 4 cm</li> </ul> </li> <li> <b>Bamboo Coaster</b> <ul style="list-style-type: none"> <li><b>Material:</b> Compressed eco-friendly natural bamboo with smooth edge finishing and an anti-slip foam/cushion backing.</li> <li><b>Dimensions:</b> Approximately 9 cm to 10 cm diameter (circular).</li> <li><b>Color:</b> Natural dark-grained Acacia brown finish.</li> <li><b>Printing Method:</b> Precision Laser Engraving.</li> <li><b>Logo Print Size:</b> 4 cm x 4 cm (centered)</li> </ul> </li> <li> <b>Paper Weight</b> <ul style="list-style-type: none"> <li><b>Material:</b> Optical-grade solid crystal glass or high-density acrylic disc with a smooth polished finish.</li> <li><b>Color:</b> Transparent / Clear crystal.</li> <li><b>Printing Method:</b> Sub-surface Laser Engraving (3D internal</li> </ul> </li> </ul> |

| Item No. | Description                                   | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-----------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                               |          | <p>etching) or Frosted UV Digital Printing.</p> <ul style="list-style-type: none"> <li>○ <b>Logo Print Size:</b> 3.5 cm x 3.5 cm</li> <li>○ <b>Design Elements:</b> PNOC branding (please see Annex A)</li> </ul> <p><b>Box Dimensions:</b> 24 cm x 19 cm x 5 cm (<i>or alternative structurally sound size matching layout requirements</i>).</p> <p><b>Box Logo Print Size:</b> 9 cm x 9 cm (<i>Rendered in official PNOC Red and White</i>)</p> <p><b>Ribbon Material:</b> Premium Grosgrain Ribbon</p> <p><b>Ribbon Size/Width:</b> 1 inch width (<i>professionally tied around the rigid box</i>)</p>     |
| 2        | <b>Class B - Travel Gift Set (4-in-1 Set)</b> | 100 sets | <ul style="list-style-type: none"> <li>• <b>Cable Organizer</b> <ul style="list-style-type: none"> <li>○ <b>Material:</b> Heavy-duty, water-resistant EVA/Polyester hard shell casing with mesh inner slots and elastic loops.</li> <li>○ Color: Matte Black.</li> <li>○ Printing Method: High-Definition UV Digital Printing or Silk Screen Transfer.</li> <li>○ Logo Print Size: 3.5 cm x 3.5 cm</li> </ul> </li> <li>• <b>Universal Travel Adapter</b> <ul style="list-style-type: none"> <li>○ Material: High Quality PC+ABS Material</li> <li>○ Compatibility: US/UK/EU/AU outlets</li> </ul> </li> </ul> |

| Item No. | Description | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|-------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |             |          | <ul style="list-style-type: none"> <li>○ Input: 100-240 V</li> <li>○ Total Power: AC 2000W</li> <li>○ Dimension: 6.4 cm x 5.1 cm x 4.9</li> <li>○ Weight: 105 g</li> <li>○ Other features:</li> <li>○ 30W Full Speed Charging</li> <li>○ 2C2A chargers (2 USB-C, 2 USB-A)</li> <li>○ Printing Method: High-Definition UV Digital Printing</li> <li>○ Print Logo Size: 2 cm x 2.5 cm</li> </ul> <ul style="list-style-type: none"> <li>• <b>Business Card Holder</b> <ul style="list-style-type: none"> <li>○ Material: Leather Slim Card Holder</li> <li>○ Size: 2.75"H x 4"W x 0.125"D</li> <li>○ Capacity: Fits 2 Cards with center compartment</li> <li>○ Color: Smooth Jet Black.</li> <li>○ Printing Method: UV Digital Printing.</li> <li>○ Logo Print Size: 2 cm x 2.5 cm</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>Pocket Card Wallet</b> <ul style="list-style-type: none"> <li>○ <b>Material:</b> <ul style="list-style-type: none"> <li>▪ <b>Exterior:</b> Premium, high-grade scratch-resistant polyurethane (PU) leather with reinforced perimeter stitching.</li> <li>▪ <b>Interior Lining:</b> Smooth polyester microfiber cloth with integrated RFID-</li> </ul> </li> </ul> </li> </ul> |

| Item No. | Description            | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                        |          | <p>blocking technology to prevent unauthorized contactless scanning.</p> <ul style="list-style-type: none"> <li>○ <b>Capacity:</b> <ul style="list-style-type: none"> <li>▪ Minimum of 4 to 6 dedicated card slots (symmetrically arranged or layered).</li> <li>▪ 1 central slip pocket or sleeve for folded paper currency, receipts, or emergency cash.</li> </ul> </li> <li>○ <b>Color:</b> Matte Jet Black</li> <li>○ <b>Printing Method:</b> UV Digital Printing.</li> <li>○ <b>Wallet size:</b> 10.5 cm x 7.5 cm</li> <li>○ <b>Design Elements:</b> PNOC branding (please see Annex A)</li> </ul> <p><b>Box Dimensions:</b> 28 cm x 22 cm x 6 cm (<i>This structural footprint provides the optimal layout area to cleanly array the hard-shell organizer, adapter, and dual leather pieces side-by-side with protective 1.5 cm structural foam walls between them</i>).</p> <p><b>Box Logo Print Size:</b> 9 cm x 9 cm (<i>Rendered in official PNOC Red and White</i>)</p> <p><b>Ribbon Material:</b> Premium Grosgrain Ribbon<br/>Ribbon Size/Width: 1 inch width (<i>professionally tied around the rigid box</i>)</p> |
| 3        | Class C - Notebook and | 350 sets | <ul style="list-style-type: none"> <li>• <b>Notebook</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



| Item No. | Description                                 | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|---------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Sign Pen with Business Card Holder Gift Set |          | <ul style="list-style-type: none"> <li>○ <b>Material:</b> PU leather + dolly paper with magnetic lock and steel buckle</li> <li>○ <b>Color:</b> Black</li> <li>○ <b>Number of Pages of Inner Paper:</b> 100 Sheets</li> <li>○ <b>Size:</b> A5 notebook size</li> <li>○ <b>Design Elements:</b> PNOC branding (please see Annex A)</li> <li>○ <b>Printing Method:</b> UV Digital Printing</li> <li>○ <b>Logo Print Size:</b> 3.5 cm x 3 cm</li> </ul> <ul style="list-style-type: none"> <li>• <b>Metal Sign Pen</b> <ul style="list-style-type: none"> <li>○ <b>Size:</b> 14cm*12cm</li> <li>○ <b>Material:</b> Metal shell</li> <li>○ <b>Shell Color:</b> Black</li> <li>○ <b>Pen tip size:</b> 0.5mm, black, gel ink</li> <li>○ <b>Printing Method:</b> UV Digital Printing</li> <li>○ <b>Logo Print Size:</b> 1 cm x 0.5 cm</li> </ul> </li> <li>• <b>Pocket Card Wallet</b> <ul style="list-style-type: none"> <li>○ <b>Material:</b> <ul style="list-style-type: none"> <li>▪ <b>Exterior:</b> Premium, high-grade scratch-resistant polyurethane (PU) leather with reinforced perimeter stitching.</li> <li>▪ <b>Interior Lining:</b> Smooth polyester microfiber cloth with integrated RFID-blocking</li> </ul> </li> </ul> </li> </ul> |

| Item No. | Description                              | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                          |          | <p>technology to prevent unauthorized contactless scanning.</p> <ul style="list-style-type: none"> <li>○ <b>Capacity:</b> Minimum of 4 to 6 dedicated card slots (symmetrically arranged or layered).</li> <li>○ 1 central slip pocket or sleeve for folded paper currency, receipts, or emergency cash.</li> <li>○ <b>Color:</b> Matte Jet Black</li> <li>○ <b>Printing Method:</b> UV Digital Printing.</li> <li>○ <b>Wallet size:</b> 10.5 cm x 7.5 cm</li> <li>○ <b>Design Elements:</b> PNOC branding (please see Annex A)</li> </ul> <p><b>Box Dimensions:</b> 24 cm x 19 cm x 5 cm (<i>This standard footprint shall provide a clean, elegant layout for an A5 notebook, a parallel sign pen slot, and a dedicated cutout for the slim pocket card wallet below it</i>)</p> <p><b>Box Logo Print Size:</b> 9 cm x 9 cm (<i>Rendered in official PNOC Red and White</i>)</p> <p><b>Ribbon Material:</b> Premium Grosgrain Ribbon<br/>Ribbon Size/Width: 1 inch width (<i>professionally tied around the rigid box</i>)</p> |
| 4        | <b>Class C - Automatic Golf Umbrella</b> | 400 pcs  | <ul style="list-style-type: none"> <li>• <b>Material:</b> Polyester umbrella with fiber frame construction and Foam handle</li> <li>• <b>Other Features:</b> Double canopy</li> <li>• <b>Color:</b> Black</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Item No. | Description                                             | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|---------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                         |          | <ul style="list-style-type: none"> <li>• <b>Storage:</b> Umbrella Cover with handle</li> <li>• <b>Functions:</b> Rainproof, UV protection, Windproof</li> <li>• <b>Arc Length Size:</b> 56 inches</li> <li>• <b>Diameter:</b> 50 inches</li> <li>• <b>Length:</b> 37 inches</li> <li>• <b>Operation Method:</b> Auto Open</li> <li>• <b>Printing:</b> High-Opacity Two-Tone Weatherproof Silkscreen Printing</li> <li>• <b>Print Logo Size:</b> 5 inches x 5.5 inches</li> <li>• <b>Design Elements:</b> PNOC branding (please see Annex A)</li> </ul>                                                                                                                                                                                                                                               |
| 5        | <b>Class D - Travel Organizer Bags (Multi-Size Set)</b> | 150 sets | <ul style="list-style-type: none"> <li>• <b>Material:</b> Premium water-resistant, honeycomb-weave Ripstop Nylon fabric with breathable mesh viewing panels and heavy-duty dual-zipper pulls.</li> <li>• <b>Capacity/Composition:</b> 4-piece to 6-piece nesting organizer set (consisting of Large, Medium, Small, and drawstring shoe pouches).</li> <li>• <b>Color:</b> Solid Utility Black.</li> <li>• <b>Print Logo Size:</b> 5 cm x 5 cm</li> <li>• <b>Printing Method:</b> High-Opacity, Weatherproof Flexo Silkscreen Printing</li> <li>• <b>Design Elements:</b> PNOC branding (please see Annex A)</li> </ul> <p><b>Paper Bag</b> - Custom-manufactured, Matte Red Paper Bag with a wide, reinforced bottom gusset to comfortably fit the complete packed/nested cube set flat inside.</p> |

| Item No. | Description | Quantity | Key Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|-------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |             |          | <p><b>Paper Bag Material:</b><br/>Base Stock: Heavyweight, ultra-thick 250 gsm - 300 gsm Premium Art Card Paper / White Bristol Board.</p> <p><b>Finishing Layer:</b> Matte PP (Polypropylene) Lamination across the entire exterior. <i>(This reinforcement film changes the paper properties, making it highly resistant to tearing, creasing, and water droplets.)</i></p> <p><b>Structural Reinforcement:</b> Double-folded top rims and an extra-thick 450 gsm greyboard structural insert placed at the base of the bag to prevent bottom sagging or blowouts.</p> <p><b>Handle Construction:</b> Thick, high-density Red Cotton Rope Handles, anchored securely through reinforced metal eyelets (grommets) at the top fold to distribute weight and prevent the handles from ripping through the paper.</p> <p><b>Bag Dimensions:</b> 32 cm x 26 cm x 12 cm <i>(optimized layout to house the flat-nested pouch sets securely without straining the paper folds).</i></p> <p><b>Bag Branding:</b> Centered prominently on the front face featuring a crisp Digital Print Official PNOC Logo in White.</p> |

## B. Packaging and Aesthetics

- **Box Packaging:** All gift sets (Class A, Class B, and Class C) shall be housed in a sound structural, high-quality Rigid Black Box, excluding the standalone Class C Automatic Golf Umbrella and the Class D Travel Organizer Bag Set.
- **Paper Bag Packaging (Class D):** The Class D Travel Organizer Bag Set shall be packaged in a custom-manufactured Matte Red Paper Bag constructed from heavyweight 250 gsm–300 gsm premium art card paper / white Bristol board.
- **Structural Reinforcement & Durability:**
  - **Rigid Boxes:** Must include custom-cut EVA/EPE foam or secure layout inserts precisely molded to the geometry of each item to ensure they remain in pristine condition during transit.
  - **Paper Bags:** Must feature double-folded top rims, an extra-thick 450 gsm greyboard structural base insert to prevent sagging, and high-density red cotton rope handles anchored securely through reinforced metal eyelets (grommets) to prevent tearing under load.
- **Branding Execution:** The exterior lid of all rigid boxes shall feature a UV DTF Print to achieve a high-gloss, raised (3D) effect rendered accurately in official PNOC Red and White.

The front face of the ultra-strength paper bags shall feature a clean, high-opacity Digital Print of the official PNOC Logo in White.
- **Finishing Accents:** Each high-quality rigid box must be professionally finished with a 1-inch width premium red grosgrain ribbon to align with official PNOC corporate colors
- **Internal Protection:** Boxes must include custom-cut foam or secure inserts to ensure items remain in pristine condition during transit.

## C. Quality Assurance

- **Golden Sample:** The supplier shall submit a physical prototype of the branded items and the decorated box (with UV DTF and ribbon) for PNOC's approval prior to mass production.
- **Condition:** All delivered goods must be new, clean, and free from any printing smudges, scratches, or structural defects. Materials that fail to meet the project's required specifications should be returned to the supplier for replacement.

## **V. APPROVED BUDGET FOR CONTRACT (ABC)**

Budget: **Php 900,000.00** (inclusive of 12% VAT, all applicable taxes, and delivery charges).

## **VI. PAYMENT DETAILS**

Payment of the items and services rendered must follow the government procedure through a send bill arrangement.

## **VII. EVALUATION PROCEDURE**

The contract will be awarded to the bidder who meets all requirements specified in this TOR, determined through the technical evaluation of documents and previous work samples.

## **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 the Revised IRR of RA 12009.
10. Warranty Security pursuant to Sec. 90.1 of RA 12009 shall not be imposed.

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 failure to seal our proposal/quotation or submitting it 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                      | : | _____<br>_____ |
| Telephone/Mobile No.         | : | _____          |
| Email Address                | : | _____          |
| TIN                          | : | _____          |
| PhilGEPS Registration Number | : | _____          |

## MOCK-UP OF CORPORATE TOKENS

- **Class A - Bamboo Corporate Gift Set (5-in-1 Premium Set)**



- **Class C - Automatic Golf Umbrella**



- **Class B - Travel Set (4-in-1 Set)**



- **Class D - Travel Organizer Bags (Multi-Size Set)**



- **Class C - Notebook and Sign Pen with Business Card Holder Set**





## ANNEX B

### Evaluation Criteria for Supply and Delivery of Corporate Tokens (Class A to D)

Company Name:

|                                | Class A |    | Class B |    | Class C |    | Class D |    |
|--------------------------------|---------|----|---------|----|---------|----|---------|----|
| Criteria                       | C       | NC | C       | NC | C       | NC | C       | NC |
| 1. Similarity to Required Item |         |    |         |    |         |    |         |    |
| 2. Material Quality            |         |    |         |    |         |    |         |    |
| 3. Printing/ Engraving Quality |         |    |         |    |         |    |         |    |
| 4. Overall Quality             |         |    |         |    |         |    |         |    |

\*C = *Compliant*, NC = *Non-Compliant*

The submitted sample or previous work must comply with all of the evaluation criteria listed below:

- Similarity to Required Item – Submitted sample or previous work is similar in type and complexity to the required corporate token.
- Material Quality – Uses high-quality material consistent with the required specifications.
- Printing/ Engraving Quality – Logos, text, and graphics are clear, accurate, and free from defects.
- Overall Quality – Sample reflects the supplier's capability to deliver products of acceptable quality.

Non-compliance with any criterion shall be grounds for disqualification.

## Omnibus Sworn Statement Form

*[Note: The duly accomplished form shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
  - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the

head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
  - *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC  
Notarial Commission No. \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, *[date issued]*, *[place issued]*  
IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.