



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	:	27 October 2026
Project Title	:	Purchase of PNOC Corporate Tokens
Reference No.	:	2026-10-116
Total ABC	:	PhP 100,000.00
Submission Deadline	:	03 November 2026 / 09:00 AM
Place of Delivery	:	PNOC-Main Office, BGC, Taguig

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
	address: newprocurement@pnoc.com.ph
or	

Physical Submission	Sealed envelope to PNOC Procurement Management Division at the above address
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Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement – Annex "C" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted upon issuance of the Notice of Award)
- Accomplished Price Quotation and Compliance Form

Additional Requirements:

- Physical prototypes or previous works that match the specifications of the required tokens.

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 / ergenoso@pnoc.com.ph.

Thank you.



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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Purchase of PNOC Corporate Tokens

LOT NO.	UM	DESCRIPTION	QTY	TOTAL AMOUNT (PHP)
1	sets	Travel Organizer Bags (Multi-Size Set) with Paper Bag	25	
	sets	Universal Travel Adapter with box	40	
	pcs	Notebook Planner	100	
	pcs	Automatic Tri-fold umbrella	120	
Note: Please see terms of reference for the full technical specification				
Total amount of ABC: Php 100,000.00				
Delivery Schedule:		Final approval of branding layouts and physical prototypes before mass production: Seven (7) calendar days upon receipt of Purchase Order (PO) Actual Delivery: Within Fourteen (14) calendar days from the approval of the prototype		
Delivery Place:		PNOC-Main Office, BGC, Taguig		
		Awarding on per lot basis/one (1) lot		

TERMS OF REFERENCE

Purchase of PNOC Corporate Tokens

1. 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.

2. MINIMUM REQUIREMENTS

- Business Permit
- 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.

3. DURATION AND DATES OF ASSIGNMENT

- Upon receipt of the Purchase Order (PO), the winning bidder shall submit a prototype of the required corporate tokens within seven (7) calendar days for evaluation and approval by the end user. Upon receipt of approval for mass production, the winning bidder shall proceed with production and deliver the

complete order within 14 calendar days after the provided timeline for the receipt and approval of the prototype.

4. 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	Travel Organizer Bags (Multi-Size Set)	25 sets	<ul style="list-style-type: none"> • Material: Premium water-resistant, honeycomb-weave Ripstop Nylon fabric with breathable mesh viewing panels and heavy-duty dual-zipper pulls. • Capacity/Composition: 4-piece to 6-piece nesting organizer set (consisting of Large, Medium, Small, and drawstring shoe pouches). • Color: Solid Utility Black. • Print Logo Size: 5 cm x 5 cm • Printing Method: High-Opacity, Weatherproof Flexo Silkscreen Printing • Design Elements: PNOC branding (please see Annex A) <p>Paper Bag - Custom-manufactured, Matte Red Paper Bag with a wide, reinforced bottom gusset to comfortably fit the complete packed/nested cube set flat inside.</p> <p>Paper Bag Material: Base Stock: Heavyweight, ultra-thick 250 gsm - 300 gsm Premium Art Card Paper / White Bristol Board.</p> <p>Finishing Layer: 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>Structural Reinforcement: Double-folded top rims and an extra-thick 450 gsm greyboard structural insert placed at the base</p>

			<p>of the bag to prevent bottom sagging or blowouts.</p> <p>Handle Construction: 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>Bag Dimensions: 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>Bag Branding: Centered prominently on the front face featuring a crisp Digital Print Official PNOC Logo in White.</p> <p>Paper Bag Print Size: 14 cm x 14 cm Printing Method: High-Definition UV Digital Printing Design Elements: PNOC branding (please see Annex A)</p>
2	Universal Travel Adapter	40 sets	<p>Universal Travel Adapter</p> <ul style="list-style-type: none"> • Material: High Quality PC+ABS Material • Compatibility: US/UK/EU/AU outlets • Input: 100-240 V • Total Power: AC 2000W • Dimension: 6.4 cm x 5.1 cm x 4.9 • Weight: 105 g • Other features: • 30W Full Speed Charging • 2C2A chargers (2 USB-C, 2 USB-A) • Printing Method: High-Definition UV Digital Printing • Print Logo Size: 2 cm x 2.5 cm • Design Elements: PNOC branding (please see Annex A) <p>Box Size: 7 cm x 10 cm Box Logo Print Size: 4 cm x 4 cm <i>(Rendered in official PNOC Red and White)</i></p> <p>Ribbon Material: Premium Grosgrain Ribbon Ribbon Size/Width: 1 inch width <i>(professionally tied around the rigid box)</i></p>

3	Notebook Planner	100 pcs	<ul style="list-style-type: none"> • Notebook Planner <ul style="list-style-type: none"> ◦ Material: PU leather + dolly paper with magnetic lock and steel buckle ◦ Inner Content: Blank Planner ◦ Color: Black ◦ Number Of Pages Of Inner Paper: 100 Sheets ◦ Size: A5 notebook size ◦ Design Elements: PNOC branding (please see Annex A) ◦ Printing Method: UV Digital Printing ◦ Logo Print Size: 3.5 cm x 3 cm ◦ Finishing: Transparent Plastic ◦ Design Elements: PNOC branding (please see Annex A)
4	Automatic Tri-fold umbrella	120 pcs	<ul style="list-style-type: none"> • Material: Polyester umbrella with fiber frame construction • Other Features: Compact, tri-fold • Color: Black • Storage: Umbrella Cover with handle • Functions: Rainproof, UV protection, Windproof • Diameter: 98 cm • Length: 60 cm • When folded: 28 cm • Operation Method: Auto Open • Printing: High-Opacity Two-Tone Weatherproof Silkscreen Printing • Print Logo Size: 5 inches x 5.5 inches • Design Elements: PNOC branding (please see Annex A)

B. Packaging and Aesthetics

- **Box Packaging:** The **Universal Travel Adapter** shall be housed in a sound structural, high-quality Rigid Black Box.
- **Paper Bag Packaging:** The **Travel Organizer Bags (Multi-Size 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
- **Packaging for Planner and Umbrella:** The planner and umbrella shall be individually packed in transparent plastic packaging as the final packaging to ensure a neat, presentable, and professional appearance.

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. The submitted samples shall be deemed compliant if they meet the technical specifications and requirements stipulated in Annex B.
- **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.

5. APPROVED BUDGET FOR CONTRACT (ABC)

Budget: Php 100,000.00 (inclusive of 12% VAT, all applicable taxes, and delivery charges)

6. PAYMENT DETAILS

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

7. 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 RA 12009.
10. Warranty Security pursuant to Section 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 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 file portable document format (PDF) 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 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.

Annex A - Sample Design

<p>Travel Organizer Bags with Paper Bag (Multi-Size Set) - 25 pcs</p>
<p>CLASS D: TRAVEL BAG ORGANIZERS</p> 
<p>Notebook Planner - 100 pcs</p>
<p>CLASS D: NOTEBOOK PLANNER</p>  <p><i>*undated notebook planner</i></p>

Universal Adapter - 40 pcs

CLASS D: UNIVERSAL TRAVEL ADAPTER



Automatic Tri-fold Umbrella - 120 pcs

CLASS D: TRI-FOLD UMBRELLA



**When folded*



Annex B - Evaluation Criteria for the Procurement for Supply and Delivery of Corporate Token (Class D)

Company Name: _____

	Item 1		Item 2		Item 3		Item 4	
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 materials 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.

Annex C

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 _____.