

BIDS AND AWARDS COMMITTEE (BAC)

REQUEST FOR QUOTATION

The PNOG RENEWABLES CORPORATION (PNOG RC) through its Bids and Awards Committee (BAC) invites interested suppliers/contractors to submit quotations for the following company requirements:

Project Number / Project Title	PNOG RC APP Item No.	Bid Deadline	Approved Budget For the Contract
PR 17-101: 2017 PNOG RC Marketing Collateral			
1. Brochure (2 folds, 3 panels) • Quantity: 300 pcs	104	10/05/17 (5:00pm)	<i>Php8,850.00</i>
2. Pocket Folders and Fact Sheets (inserts) • Quantity: 200 pcs			<i>Php48,000.00</i>
TOTAL			<i>Php56,850.00</i>

Terms and Conditions:

Payment: Thirty (30) calendar days after receipt of goods, sales invoice, and warranty certificate.

For goods: check amount is subject to one percent (1%) expanded withholding tax and five percent (5%) withholding VAT

For services: check amount is subject to two percent (2%) expanded withholding tax and 5% withholding VAT

Price Validity: Forty five (45) calendar days


Delivery: Sample – Ten (10) calendar days upon receipt of purchase order
Actual - Fifteen (15) calendar days upon approval of sample layout
PNOC Bldg. 5, Energy Center, Rizal, BGC, Taguig City

Others Please see Terms of Reference for the complete details.

Bidding documents shall be accessible to all interested parties at the PhilGEPS account of PNOC RC. Should there be any matter that needs clarification, please feel free to call us at Trunk line No. (02) 840-3080 loc. 8893 or Direct telefax No. (02) 812-0991 and look for Atty. Arolf C. Empino-Suyom or Mr. Dave E. Orlina or send us an email at *procurement@pnoc-rc.com.ph*.

In the interest of fair competition, PNOC RC ensures that the contents of all bid proposals submitted remain confidential until the bid deadline indicated above. In this regard, PNOC RC encourages the submission of bid proposals in one sealed envelope. The bid proposals shall be accepted until the bid deadline and dropped by the bidders in the bid boxes located in the PNOC RC Office.

PNOC RC reserves the right to accept or reject any or all bids or parts thereof, to waive formality the company.



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

Bids and Award Committee (BAC)

TERMS OF REFERENCE FOR GOODS & SERVICES (Small Value Procurement)

SUPPLY AND DELIVERY OF 2017 PNOC RC MARKETING COLLATERALS

SECTION 1: BACKGROUND

The PNOC Renewables Corporation (PNOC RC) is a Government Owned and Controlled Corporation and a subsidiary of the Philippine National Oil Company (PNOC). As the company gears to raise its public awareness and boost its image and brand, it identified the necessity to procure marketing collaterals for distribution to potential project investors visiting the company and for marketing purposes.

Pursuant to the Implementing Rules and Regulations (IRR) of RA 9184, procurement of these items (goods) shall be done through public bidding or other alternative mode of procurement.

SECTION 2: PURPOSE/OBJECTIVES

PNOC Renewables Corporation is seeking proposals from competent and eligible bidders/suppliers for the Supply & Delivery of 2017 PNOC RC Marketing Collaterals. The main objective of this is to procure high quality items with a reasonable price that will expand advertising exposure, create company awareness and project and business promotion.

SECTION 3: QUALIFICATION

The bidder must have the following minimum qualifications:

- a) Duly licensed Filipino citizens/sole proprietorship;
- b) If a partnership, duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c) If a corporation, duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) Engaged in the business of supply and delivery pocket folders, project fact sheets and brochures for not less than 3 years.

SECTION 4: APPROVED BUDGET FOR THE CONTRACT (ABC)

The PNOC Renewables Corporation (PNOC RC) shall offer to all prospective bidders the Supply & Selivery of 2017 PNOC RC Marketing Collaterals. The price quotation shall not exceed the Approved Budget for the Contract (ABC) amounting to Fifty Six Thousand Eight Hundred FiftyPesos (Php 56,850.00), inclusive of 12% VAT and all other applicable government taxes and charges. Any bid beyond ABC will automatically be disqualified.

SECTION 5: SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Scope of Work

1. Supplier shall provide sample of the actual items for the Procuring Entity's approval within three (3) calendar days from receipt of notice of award.

Technical Specifications

1. Brochures (2 folds, 3 panels)
 - a. Specifications
 - i. Size: A4 (Spread)
 - ii. Offset Printing
 - iii. Full Color (4/4 CMYK; 2 Sides)
 - iv. Printout
 - v. Flattened fonts, links
 - vi. Others: File supplied, with folding
 - b. Quantity: 300 pcs.
 - c. ABC: Php 8,850.00
2. Pocket Folders and Fact Sheets (Inserts)

Pocket Folders

 - a. Specifications
 - i. Size: 9"x12" (Folded), 23"x16" (Spread)
 - ii. Pocket: 8.75"x4" horizontal pocket
 - iii. With 1 business card slit
 - iv. Offset Printing
 - v. Full Color Printing (4/4 CMYK; 2 sides)
 - vi. Printout
 - vii. Flattened fonts, links
 - viii. Paper: C2S 300 gsm
 - ix. Others: 2-side matte lamination, with diecut, scoring, folding, pasting

Project Fact Sheets

 - i. 7 sheets/set

- ii. Size: A4 spread
- iii. Offset Printing
- iv. Full Color Printing (4/4 CMYK; 2 sides)
- v. Paper: C2S 100 gsm
- b. Quantity: 200 sets
- c. ABC: Php 48,000.00

SECTION 6: TERMS OF DELIVERY / DELIVERY SCHEDULE

1. Supplier shall deliver the items to the PNOC RC office within fifteen (15) calendar days upon Procuring Entity’s approval of the sample and release of Purchase Order.

SECTION 7: SELECTION CRITERIA

The project shall be awarded to the Single/Lowest Calculated Responsive Bidder (S/LCRB).

SECTION 8: SUBMISSION OF BID

A. Technical & Eligibility Bid Proposal

- a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- b) Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; *(In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement);*
- c) Income and Business Tax Return filed within the last six (6) month period preceding the date of bid submission;
- d) Certificate of PhilGEPS Registration;
- e) Conformity with technical specifications as specified in Section 5: Technical Specifications.
- f) Omnibus Sworn Statement in accordance with the succeeding paragraph (ANNEX A);

The Omnibus Sworn Statement executed by the bidder, or its duly authorized representative, shall contain the following:

1. The signatory is the duly authorized representative of the prospective bidder, and 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 accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
2. It is not “blacklisted” or barred from bidding;

3. 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;
4. It is authorizing PNOC RC's Board of Directors or duly authorized representative/s to verify all the documents submitted;
5. It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019;
6. It complies with existing labor laws and standards;
7. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
8. It 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.

B. Financial Proposal

- a) All bid prices shall be quoted in Philippine Peso and inclusive of all applicable taxes.
- b) Bid Validity: Bids shall remain valid for the period not exceed Forty Five (45) calendar days from the date of the opening of bids.

SECTION 9: LIQUIDATED DAMAGES

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. Such amount shall be deducted from any money due or which may become due to the supplier.

SECTION 10: SCHEDULE OF PAYMENTS

Payment shall be made thirty (30) calendar days after receipt of goods, sales invoice, and warranty certificate per project, subject to applicable taxes.

SECTION 11: PAYMENT TERMS AND CONDITIONS

- i. Payments shall be made promptly by PNOC RC.
- ii. Payments shall be according to the schedule in Section 10: Schedule of Payments.
- iii. Payments shall be made only upon a certification by the proponent to the effect that the goods and services have been rendered or delivered in accordance with the terms of this contract and have been duly inspected and accepted.
- iv. The supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by submission of other required documents and obligations stipulated in this Contract.

Bid Form

Date: _____ Contract N^o: _____

To: PNOG RENEWABLES CORPORATION
G/F PNOG Bldg. V, Energy Center, Rizal Drive, BGC, Taguig City, Metro Manila
Philippines

Gentlemen and/or Ladies:

Having examined the Terms of Reference including Bid Bulletin Numbers, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to _____ in conformity with the said Terms of Reference for the sum of _____ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in Section 8: Submission of Bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive. We certify/confirm that we comply with the eligibility requirements as per Section 8 of the Terms of Reference.

Dated this ____ day of _____.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of
_____.



PNOC Renewables Corporation
G/F PNOC Bldg. V, Energy Center, Rizal Drive
BGC, Taguig City
Telefax: 812-0991

Contract No: _____

Contract Title: _____

Date Bid Prepared: _____

TECHNICAL COMPLIANCE FORM

ITEM NO.	DESCRIPTION	COMPLY
1	Brochures	
2	Pocket Folders and Fact Sheets	

NOTE: In case of erasures, please have it countersigned by your authorized representative.

The undersigned submits the foregoing bid with full knowledge and consent that PNOC RC has the right to reject any or all bids and accept only those that are considered most advantageous to PNOC RC and / or the government.

Name of Company : _____

Address : _____

Telephone Nos. : _____

Authorized Representative : _____

(Signature over Printed Name)



PNOC Renewables Corporation
G/F PNOC Bldg. V, Energy Center, Rizal Drive
BGC, Taguig City
Telefax: 812-0991

Contract No: _____

Contract Title: _____

Date Bid Prepared: 08 June 2016

FINANCIAL BID FORM

ITEM NO.	DESCRIPTION	QTY (A)	UOM	UNIT PRICE (B)	AMOUNT (A*B)
1	Brochures	300	pcs		
2	Pocket Folders and Fact Sheets	200	sets		

GRAND TOTAL (in figures) GRAND TOTAL (in words)

Inclusive of all applicable taxes.

NOTE: In case of erasures, please have it countersigned by your authorized representative.

The undersigned submits the foregoing bid with full knowledge and consent that PNOC RC has the right to reject any or all bids and accept only those that are considered most advantageous to PNOC RC and / or the government.

Name of Company _____ :

Address : _____

Telephone Nos. : _____

Authorized Representative : _____

(Signature over Printed Name)

CHECKLIST OF ELIGIBILITY AND TECHNICAL REQUIREMENTS FOR BIDDERS

ELIGIBILITY & TECHNICAL DOCUMENTS	
DESCRIPTION AND REQUIREMENTS	BID OFFER
1 Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration	
2 Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located	
3 Conformity with technical specifications as specified in Compliance Form Include catalogues or brochures for the offered goods & services	
4 Latest income and business tax returns; and	
5 Certificate of PhilGEPS Registration or Proof of PhilGEPS Registration.	
6 Omnibus Sworn Statement	

NOTES:

1. Bidder shall indicate its compliance to PNOC RC's Technical Requirements on the column marked "BID OFFER" by using ONLY the words "COMPLY" or "FOLLOWED". Symbols or characters such as "DITTO" or QUOTATION MARKS are NOT ACCEPTABLE. Should the Bidder

deviate from PNOC RC's requirements, it shall indicate the exact offer on the space provided. Supporting documentation and technical brochures must be provided.

2. In case the provided spaces are not enough, use additional sheet and indicate "SEE ATTACHED" on the space provided.

3. Unless otherwise specified, requirements indicated above are minimum.

Bidder's Name:	:
Authorized Signatory:	:
Designation:	:
Signature:	:
Date:	:

