



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 September 2024**
Project Title : **Supply and Delivery of Consolidated Commonly Use Supplies (October-December 2024)**
Reference No. : **2024-09-145**
Total ABC : **PhP 121,086.54**
Submission Deadline : **8 October 2024 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

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

Electronic Mail; Password-protected PDF copy to email address:
or 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
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / gsmendoza@pnoc.com.ph.

Thank you.

Josephine C. Cui
for **ATTY. JOSEPHINE CASSANDRA J. CUI**
Chairperson
Bids and Awards Committee *JCC*

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Supply and Delivery of Consolidated Commonly Use Supplies
(October-December, 2024)**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
2	pcs	Ballpen, Black (ABC: PhP2,079.00)	126			
3	pcs	Ballpen, Blue (ABC: PhP891.00)	54			
4	pack	Battery, Dry Cell AA, 2 pcs/blister pack (ABC: PhP1,718.99)	41			
5	pack	Battery, Dry Cell AAA, 2 pcs/blister pack (ABC: PhP1,089.00)	33			
6	pcs	Binder, Ring, plastic, ¾" x 80 rings, 19mm (ABC: PhP660.00)	30			
7	pcs	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: PhP1,430.00)	10			
10	box	Clip, backfold, 19mm, 12 pcs/box (ABC: PhP563.20)	32			
11	box	Clip, backfold, 25mm, 12 pcs/box (ABC: PhP661.76)	32			
12	box	Clip, backfold, 32mm, 12 pcs/box (ABC: PhP565.14)	19			
15	tube	Cutter blade, heavy duty cutter, 10 pcs/tube, size: (ABC: PhP66.00)	2			
16	pc	Envelope, Expanding, Clear, Plastic (ABC: PhP385.00)	10			
17	set	File Tab Divider, Bristol Board, A4, five (5) colors/set (ABC: PhP2,667.81)	106			
18	set	File Tab Divider, Bristol Board, Legal, five (5) colors/set (ABC: PhP800.80)	28			
19	pc	Folder, Archfile, A4 (ABC: PhP990.00)	10			
20	pc	Folder, Archfile, Legal (ABC: PhP1,485.00)	15			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
23	pcs	Folder, Plastic with Transparent, Clear, Plastic Front Cover, A4 (ABC: PhP88.00)	5			
24	box	Folder, Heavy Duty, Pressboard, size 240mm x 370mm,100's/box (ABC: PhP7,150.28)	3			
25	pcs	Gel Ink Pen, Black 0.3 (ABC: PhP1,650.00)	60			
26	jar	Glue, all purpose, 200 grams min. (ABC: PhP786.50)	10			
27	bdl	Index Card, 5" x 8", plain, 100 pcs/bundle (ABC: PhP462.00)	3			
28	pcs	Magazine File Box, Large (ABC: PhP837.41)	6			
29	pcs	Marker, permanent, bullet type, black (ABC: PhP188.76)	11			
30	pcs	Marker, permanent, bullet type, blue (ABC: PhP274.56)	16			
31	pcs	Marker, permanent, bullet type, red (ABC: PhP85.80)	5			
32	pcs	Marker, whiteboard, bullet type, black (ABC: PhP742.50)	25			
33	pcs	Marker, whiteboard, bullet type, blue (ABC: PhP594.00)	20			
34	pcs	Notebook, stenographer's, 40 leaves (ABC: PhP165.00)	5			
35	pad	Note Pad, Post-It, 1.5 x 2 (ABC: PhP425.92)	16			
36	pad	Note Pad, Post-It, 3 x 5 (ABC: PhP1,001.00)	26			
37	pad	Note Pad, Post-It, 4 x 6 (ABC: PhP2,541.00)	15			
38	pad	Note Pad, Stick-On, 50mm x 76mm (2" x 3"), 100 sheets (ABC: PhP869.44)	20			
39	pad	Note Pad, Stick-On, 76mm x 100mm (3" x 4"), 100 sheets (ABC: PhP660.00)	20			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
40	pad	Note Pad, Stick-On, 76mm x 76mm (3" x 3"), 100 sheets (ABC: PhP891.00)	30			
41	box	Paper clip, gem type, 32mm, 100 pcs/box (regular) (ABC: PhP254.10)	21			
43	pack	Paper sticker, matte, A4, 10's (ABC: PhP192.50)	5			
44	pcs	Paper, Highlighter, Blue (ABC: PhP223.30)	7			
45	pcs	Paper, Highlighter, Green (ABC: PhP255.20)	8			
46	pcs	Paper, Highlighter, Orange (ABC: PhP255.20)	8			
47	pcs	Paper, Highlighter, Pink (ABC: PhP127.60)	4			
48	pcs	Paper, Highlighter, Yellow (ABC: PhP446.60)	14			
49	ream	Paper, multi-purpose, (copy) A4, 70gsm, ultra white (ABC: PhP68,769.14)	314			
50	ream	Paper, multi-purpose, (copy) Legal, 70gsm, ultra white (ABC: PhP2,786.78)	12			
51	ream	Paper, multi-purpose, (copy) A3, 70gsm (ABC: PhP2,420.00)	5			
52	ream	Paper, Newsprint, White (ABC: PhP1,540.00)	10			
53	pack	Paper, Photo Glossy, A4, 10's (ABC: PhP1,375.00)	25			
54	pack	Paper, Specialty Board, Plain, White, 10's, A4 size (ABC: PhP165.00)	5			
55	box	Plastic, Paper Fastener, assorted colors (ABC: PhP477.40)	7			
56	bdl	Rag, all cotton, 32 pcs/per kilo per bundle (ABC: PhP412.50)	5			
57	book	Record Book, 150 pages (ABC: PhP165.00)	2			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
58	book	Record Book, 300 pages Size: 214mm x 278mm min (ABC: PhP684.57)	8			
59	book	Record Book, 500 pages Size: 214mm x 278mm min (ABC: PhP968.00)	8			
60	pack	Sign Here Flags (ABC: PhP495.00)	3			
61	pcs	Sign pen, black, liquidgel ink, 0.5mm, needle tip (ABC: PhP770.00)	20			
62	pcs	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: PhP885.50)	23			
63	pcs	Sign pen, red, liquidgel ink, 0.5mm, needle tip (ABC: PhP231.00)	6			
64	btl	Stamp pad ink, violet, 50ml (ABC: PhP180.40)	4			
65	box	Staple wire, standard, 26/6 (ABC: PhP462.00)	14			
66	pcs	Tape, double sided, tissue type, 20mm (ABC: PhP495.00)	15			
68	roll	Tape, packaging, 48mm, 50 meters length (ABC: PhP165.88)	5			
69	roll	Tape, transparent, 18mm x 25m (small) (ABC: PhP88.00)	10			
72	roll	VHP Paper Tape Receipt, 2-1/4 (ABC: PhP330.00)	10			
Total amount of ABC: PhP 121,086.54						
Total amount of Bid:						
Delivery Schedule:		Within Thirty (30) Calendar Days upon receipt of Purchase Order				
Delivery Place:		PNOC-Main Office, BGC, Taguig City				
		Per line item awarding				

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.

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 password-protect/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 : _____

Telephone/Mobile No. : _____

Email Address : _____

TIN : _____

PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

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 not password-protected and/or 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.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. 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.
7. 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.