



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 : **31 March, 2023**
Project Title : **Supply and Delivery of Consolidated Commonly Use Supplies (1st Quarter, 2023)**
Reference No. : **2023-02-080**
Total ABC : **PhP253,445.44**
Submission Deadline: **17 April, 2023 / 10:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and gsmendoza@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- 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.

Thank you.


ATTY. GRACIELA M. BARLETA
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Consolidated Common-Use Supplies (1st Quarter, 2023)

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	btl	Alcohol, 68-70%, ethyl, 500ml (ABC: Php967.45)	10			
2	pcs	Ballpen, black (ABC: Php3,580.50)	217			
3	pcs	Ballpen, blue (ABC: Php792.00)	48			
4	pcs	Ballpen, red (ABC: Php396.00)	24			
5	pack	Battery, dry cell AA, 2 pieces per blister pack (ABC: Php3,899.16)	93			
6	pack	Battery, dry cell AAA, 2 pieces per blister pack (ABC: Php3,663.66)	122			
7	pcs	Binder, ring, plastic, ¾" x 80 rings (ABC: Php344.85)	19			
8	pcs	Clearbook, 20 transparent pockets for A4 size (ABC: Php144.38)	3			
9	pcs	Clearbook, 20 transparent pockets for legal size (ABC: Php244.40)	5			
10	box	Clip, backfold, 19mm, 12 pieces per box (ABC: Php501.60)	38			
11	box	Clip, backfold, 25mm, 12 pieces per box (ABC: Php785.84)	38			
12	box	Clip, backfold, 32mm, 12 pieces per box (ABC: Php992.20)	41			
13	box	Clip, backfold, 50mm, 12 pieces per box (ABC: Php1,065.90)	17			
14	box	Computer continuous forms, 1 ply, 280 x 241mm (11" x 9-1/2") (ABC: Php3,434.13)	4			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
15	box	Computer continuous forms, 2 ply, 280 x 241mm (11" x 9-1/2"), carbonless (ABC: Php4,237.20)	4			
16	pcs	Correction tape, 8 meter (min), 1 pc. in individual plastic (ABC: Php1,916.20)	67			
17	roll	Correction tape, Olympia Supertype 330 (ABC: Php188.76)	1			
18	roll	Correction tape for Olympia Carrera Deluxe MD (ABC: Php792.00)	4			
19	box	Envelope, documentary, for A4 size document, 500 pieces per box (ABC: Php1,639.00)	2			
20	box	Envelope, documentary, for legal size document, 500 pieces per box (ABC: Php1,045.00)	1			
21	box	Envelope, expanding, kraftboard, for legal size document, 100 pieces per box (ABC: Php935.00)	1			
22	pcs	Eraser, plastic or rubber (ABC: Php69.30)	9			
23	set	File tab divider, Bristol board, A4, five (5) colors/set (ABC: Php172.10)	10			
24	pcs	Folder, archfile, A4 (ABC: Php935.00)	10			
25	pcs	Folder, archfile, legal (ABC: Php990.00)	10			
26	pcs	Folder, EDP (continuous form folder), 11 x 9-1/2 (ABC: Php338.80)	7			
28	pcs	Folder, with transparent/clear plastic front cover, A4 (ABC: Php354.20)	46			
29	box	Folder, heavy duty pressboard size 240mm x 370mm, 100 pieces per box (ABC: Php16,683.98)	7			
30	pack	Folder, tagboard, A4, 100 pieces per box (ABC: Php3,025.00)	5			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
31	pack	Folder, tagboard, legal size, 100 pieces per box (ABC: Php477.95)	1			
32	piece	Gel ink pen, black 0.3 (ABC: Php1,677.50)	61			
34	box	Index tab, self-adhesive, transparent, white (ABC: Php2,613.60)	30			
35	box	Ink, Yokatta DX-6 electronic time recorder, ribbon (ABC: Php1,078.00)	1			
36	pcs	Magazine file box, large (ABC: Php2,541.00)	28			
40	pcs	Marker, whiteboard, bullet type, black (ABC: Php534.60)	18			
41	pcs	Marker, whiteboard, bullet type, blue (ABC: Php237.60)	8			
42	pcs	Marker, whiteboard, bullet type, red (ABC: Php237.60)	8			
43	pcs	Notebook, stenographer's, 40 leaves, spiral (ABC: Php1,650.00)	25			
44	pad	Note pad, Post-it, 1.5 x 2 (ABC: Php1,384.24)	52			
45	pad	Note pad, Post-it, 3 x 5 (ABC: Php2,017.68)	23			
46	pad	Note pad, Post-it, 4 x 6 (ABC: Php5,420.80)	32			
47	pad	Note pad, stick-on, 50mm x 76mm (2" x 3"), 100 sheets per pad (ABC: Php902.00)	41			
48	pad	Note pad, stick-on, 76mm x 100mm (3" x 4"), 100 sheets per pad (ABC: Php660.00)	20			
49	pad	Note pad, stick-on, 76mm x 76mm (3" x 3"), 100 sheets per pad (ABC: Php831.60)	28			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
50	box	Paper clip, gem type, 32mm, 100 pieces per box (regular) (ABC: Php484.00)	40			
51	box	Paper clip, gem type, 48mm, 100 pieces per box (jumbo) (ABC: Php1,089.00)	45			
52	pack	Paper sticker, matte, A4, 10's (ABC: Php654.50)	17			
53	pcs	Paper, highlighter, green (ABC: Php414.70)	13			
54	ream	Paper, multi-purpose (copy), A4, 70gsm (ABC: Php102,910.50)	567			
56	ream	Paper, newsprint, white (ABC: Php1,265.00)	10			
57	roll	Paper, plotter, AO paper, 80gsm (ABC: Php2,492.60)	1			
58	pack	Paper, photo, glossy, A4, 10's (ABC: Php158.40)	3			
59	pack	Paper, specialty board, plain, white, 10's (ABC: Php726.00)	22			
60	jar	Paste, white, 7 oz. (ABC: Php148.01)	3			
61	box	Plastic, paper fastener, assorted colors (ABC: Php579.70)	17			
62	bdl	Rag, all cotton, 32 pieces per kilo per bundle (ABC: Php825.00)	10			
63	book	Record book, 150 pages (ABC: Php1,650.00)	20			
64	book	Record book, 200 pages (ABC: Php302.50)	5			
66	book	Record book, 500 pages size: 214mm x 278mm min. (ABC: Php3,413.30)	29			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
67	box	Ribbon for Olympia Carrera Deluxe MD (ABC: Php1,760.00)	2			
68	roll	Ribbon, Olympia Compact 5DM (ABC: Php2,475.00)	5			
69	roll	Ribbon, Olympia Splendid F737, BKSC (ABC: Php363.00)	1			
70	roll	Ribbon, Olympia Supertype 330, film (ABC: Php2,867.70)	3			
71	bdl	Ring binder, 80 rings, plastic, 32mm x 1.12m, 10 pieces per bundle (ABC: Php2,217.60)	6			
73	box	Self adhesive label, 1 x 4 (ABC: Php304.92)	7			
74	box	Self adhesive label, 1 x 6 (ABC: Php229.60)	5			
75	box	Self adhesive label, 1-7/7" x 4" (1 x 4) (ABC: Php2,079.00)	10			
76	pack	Sign here flags (ABC: Php6,584.60)	41			
78	pcs	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: Php1,848.00)	48			
79	pcs	Sign pen, red, liquidgel ink, 0.5mm, needle tip (ABC: Php616.00)	16			
80	pcs	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: Php462.00)	12			
81	pcs	Spare blade, for Carl DC210 (ABC: Php275.00)	1			
82	btl	Stamp pad ink, violet 50ml (ABC: Php211.75)	5			
83	box	Staple wire, for heavy duty staplers, 23/13 (ABC: Php264.00)	8			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
85	box	Staple wire, for heavy duty staplers, 23/8 (ABC: Php181.50)	5			
86	pcs	Tape, double sided, tissue type, 20mm (ABC: Php154.00)	5			
87	roll	Tape, masking, 24mm, 50 meters length (ABC: Php128.70)	3			
88	roll	Tape, masking, 48mm, 50 meters length (ABC: Php514.80)	6			
89	roll	Tape, packaging, 48mm, 50 meters length (ABC: Php1,089.00)	33			
90	roll	Tape, transparent, 18mm x 25m (small) (ABC: Php354.20)	46			
91	roll	Tape, transparent, 24mm, 50 meters (ABC: Php903.76)	43			
92	roll	Tape, transparent, 48mm, 50 meters (ABC: Php1,001.15)	30			
93	bdl	Time card for Yokatta D-6 bundy clock (ABC: Php99.00)	1			
94	pcs	Binder ring, plastic, 1" (ABC: Php1,650.00)	50			
95	btl	Stamp pad ink, green, 50ml (ABC: Php169.40)	4			
96	ream	Paper, parchment (100 pcs/ream) (ABC: Php550.00)	5			
97	pcs	Certificate holder, legal size (ABC: Php4,125.00)	50			
98	pcs	Folder, pressboard, letter (ABC: Php283.25)	10			
99	pcs	Binder, ring, plastic, 1" x 80 rings (ABC: Php825.00)	30			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
100	pcs	Binder, ring, plastic, 1-2/5" x 80 rings (ABC: Php748.00)	20			
101	ream	Paper, bond, 80gsm, letter size (ABC: Php10,560.00)	40			
102	pcs	Board, morocco, specialty, blue, letter (ABC: Php3,960.00)	200			
103	ream	Paper, copy, A3, 80gsm (ABC: Php793.10)	1			
104	pcs	Folder, pressboard, A4 (ABC: Php305.91)	10			
105	roll	Laminating film rolls (ABC: Php5,778.30)	1			
106	pcs	Stapler with staple wire remover (ABC: Php305.91)	1			
107	pcs	Puncher, 2-hole, heavy duty (ABC: Php506.00)	1			
108	box	Push pins (ABC: Php77.00)	1			
109	pcs	Plastic zip envelope, size 6.5" x 9" (ABC: Php113.30)	5			
110	ream	Specialty paper, A4 size, 100gsm (ABC: Php2,200.00)	5			
TOTAL AMOUNT (₱)>>>						
Delivery Schedule:		Within Forty-Five (45) Calendar Days upon receipt of Purchase Order (PO)				
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.

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 Nos. and Email Address : _____