



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 : **13 June 2023**
Project Title : **Supply and Delivery of Two (2) Units Electronic Typewriter and Consumables**
Reference No. : **2023-06-174**
Total ABC : **PhP 90,000.00**
Submission Deadline: **20 June 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
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PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Electronic Typewriter and Consumables

LOT	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	unit	ELECTRONIC TYPEWRITER - 13 inches paper width carriage	2			
	pc	CARBON RIBBON	6			
	box	LIFT-OFF TAPE - 6 pieces per box	4			
		DISTRIBUTION: (AM-23-105) ABC: PhP45,000.00 APP: 23MO-01E7 (TD-23-150) ABC: PhP45,000.00 APP: Memo for inclusion in the 2023 APP TOTAL ABC: PhP90,000.00				
TOTAL AMOUNT (₱)						
Delivery Place:		PNOC-Main Office, BGC, Taguig City				
Delivery Schedule		Within Forty-Five (45) Calendar Days upon receipt of Purchase Order (PO)				
		Awarding on per lot basis				

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 : _____