



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 : **1 April 2024**
Project Title : **Supply and Delivery of Consolidated Computer Supplies (Jan-Feb., 2024)**
Reference No. : **2024-03-014**
Total ABC : **PhP 723,044.44**
Submission Deadline : **12 April 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.

Signature Redacted*

JENNIFER R. RACHO *
Chairperson
* Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Supply and Delivery of Consolidated Computer Supplies
(January-February, 2024)**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	cart	Ribbon Cart, Epson, C13S015584 (S015327), Black (ABC: PhP1,215.62)	3			
2	cart	Ribbon Cart, Epson, C13S015632, Black for LX-310 (ABC: PhP251.86)	2			
3	cart	Ribbon Cart, Epson, Black, LQ310 (S015639/S015634) (ABC: PhP811.07)	2			
4	cart	Toner, Cart, HP CB435A, Black (ABC: PhP11,550.00)	3			
5	cart	Toner, Cart, HP CE285A (HP85A), Black (ABC: PhP49,077.59)	13			
6	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF360x, Black (ABC: PhP18,233.60)	2			
7	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF361x, Cyan (ABC: PhP22,633.60)	2			
8	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF362x, Yellow (ABC: PhP22,633.60)	2			
9	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF363x, Magenta (ABC: PhP22,633.60)	2			
10	cart	Toner, HP Color Laserjet Pro 200 M251A, CF210A, Black (ABC: PhP21,285.00)	5			
11	cart	Toner, HP Color Laserjet Pro 200 M251A, CF211A, Cyan (ABC: PhP5,211.80)	1			
12	cart	Toner, HP Color Laserjet Pro 200 M251A, CF212A, Yellow (ABC: PhP5,211.80)	1			
13	cart	Toner, HP Color Laserjet Pro 200 M251A, CF213A, Magenta (ABC: PhP5,211.80)	1			
14	cart	Toner, HP Laserjet Pro M203DN, CF230A, Black (ABC: PhP15,420.24)	4			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
16	cart	Toner, HP 202A Laserjet Pro MFP M280mw, CF500A, Black (ABC: PhP15,400.00)	4			
17	cart	Toner, HP 202A Laserjet Pro MFP M280mw, CF501A, Cyan (ABC: PhP8,547.00)	2			
18	cart	Toner, HP 202A Laserjet Pro MFP M280mw, CF502A, Yellow (ABC: PhP8,547.00)	2			
19	cart	Toner, HP 202A Laserjet Pro MFP M280mw, CF503A, Magenta (ABC: PhP12,820.50)	3			
20	cart	Toner, HP Color Laserjet Enterprise Flow MFP M577z, CF360A, 508A, Black (ABC: PhP18,233.60)	2			
21	cart	Toner, HP Color Laserjet Enterprise Flow MFP M577z, CF361A, 508A, Cyan (ABC: PhP22,633.60)	2			
22	cart	Toner, HP Color Laserjet Enterprise Flow MFP M577z, CF363A, 508A, Magenta (ABC: PhP22,633.60)	2			
23	cart	Toner, HP Color Laserjet Enterprise Flow MFP M577z, CF362A, 508A, Yellow (ABC: PhP22,633.60)	2			
24	cart	Toner, Color Laserjet Pro MFP M277, Black, CF400A (ABC: PhP9,460.00)	2			
25	cart	Toner, Color Laserjet Pro MFP M277, Cyan, CF401A (ABC: PhP4,642.00)	1			
26	cart	Toner, Color Laserjet Pro MFP M277, Yellow, CF402A (ABC: PhP4,642.00)	1			
27	cart	Toner, Color Laserjet Pro MFP M277, Magenta, CF403A (ABC: PhP4,642.00)	1			
28	cart	Toner, HP Laserjet Pro M404DN, CF276A (ABC: PhP5,893.80)	1			
29	cart	Toner, HP Laserjet Pro MFP M177fw, CF350A, Black (ABC: PhP6,523.00)	2			
30	cart	Toner, HP Laserjet Pro MFP M177fw, CF351A, Cyan (ABC: PhP3,248.30)	1			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
31	cart	Toner, HP Laserjet Pro MFP M177fw, CF352A, Yellow (ABC: PhP3,248.30)	1			
32	cart	Toner, HP Laserjet Pro MFP M177fw, CF353A, Magenta (ABC: PhP3,248.30)	1			
33	cart	Epson LQ2190 (ABC: Ph1,980.00)	1			
34	cart	Canon Pixma iP110 PGI 35, Black (ABC: PhP715.00)	1			
35	cart	Canon Pixma iP110 PGI 35, Colored (ABC: PhP715.00)	1			
36	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF360, Black (ABC: PhP9,116.80)	1			
37	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF361, Cyan (ABC: PhP11,316.80)	1			
38	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF362, Yellow (ABC: PhP11,316.80)	1			
39	cart	Toner, HP Color Laserjet Enterprise M553, 508x, CF363, Magenta (ABC: PhP11,316.80)	1			
40	btl	Ink refill, Epson L3110 - Black 003 (ABC: PhP263.87)	1			
41	btl	Ink refill, Epson L3110 - Magenta 003 (ABC: PhP284.77)	1			
42	btl	Ink refill, Epson L3110 - Cyan 003 (ABC: PhP284.77)	1			
43	btl	Ink refill, Epson L3110 - Yellow 003 (ABC: PhP284.77)	1			
44	cart	Canon, Pixma E610, Black (ABC: PhP1,760.00)	2			
45	cart	Canon, Pixma E610, Colored (ABC: PhP2,200.00)	2			
46	cart	Ink Cart, HP LOS72AA (HP 955XL, Black) (ABC: PhP4,505.60)	2			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
47	cart	Ink Cart, HP LOS63AA (HP 955XL, Cyan) (ABC: PhP3,449.60)	2			
48	cart	Ink Cart, HP LOS66AA (HP 955XL, Magenta) (ABC: PhP3,449.60)	2			
49	cart	Ink Cart, HP LOS69AA (HP 955XL, Yellow) (ABC: PhP3,449.60)	2			
50	cart	Toner, HP Laserjet Pro M402dw (Black) (ABC: PhP6,589.00)	1			
51	cart	Toner, HP204, CF510A, Black (ABC: PhP11,211.20)	4			
52	cart	Toner, HP204, CF511A, Cyan (ABC: PhP2,981.00)	1			
53	cart	Toner, HP204, CF512A, Yellow (ABC: PhP2,981.00)	1			
54	cart	Toner, HP204, CF513A, Magenta (ABC: PhP2,981.00)	1			
55	cart	ERC27 Ink Cartridge for Truckscale (ABC: PhP264.00)	2			
56	cart	HP Designjet T120 Plotter Ink, CZ130A, Cyan (ABC: PhP1,628.00)	1			
57	cart	HP Designjet T120 Plotter Ink, CZ131A, Magenta (ABC: PhP1,628.00)	1			
58	cart	HP Designjet T120 Plotter Ink, CZ132A, Yellow (ABC: PhP1,628.00)	1			
59	bag	Ink Epson Workforce Pro WF- C5790, T9481, Black (ABC: PhP50,955.52)	14			
60	bag	Ink Epson Workforce Pro WF- C5790, T9482, Cyan (ABC: PhP59,086.72)	14			
61	bag	Ink Epson Workforce Pro WF- C5790, T9483, Magenta (ABC: PhP59,086.72)	14			
62	bag	Ink Epson Workforce Pro WF- C5790, T9484, Yellow (ABC: PhP59,086.72)	14			
63	cart	HP 104A Black Laser Imaging Drum (W1104A) (ABC: PhP13,200.000)	2			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
64	cart	Toner HP Neverstop Laser 1000A, HP 103A, Black reload (ABC: PhP4,950.00)	3			
Total amount of ABC: PhP723,044.44						
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.