



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 Commonly Use Supplies (Jan-Feb., 2024)**
Reference No. : **2024-03-015**
Total ABC : **PhP 317,830.36**
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

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PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

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

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
1	pcs	Ballpen, Black (ABC: PhP2,310.00)	140			
2	pcs	Ballpen, Blue (ABC: PhP1,320.00)	80			
3	pack	Battery, Dry Cell AA, 2 pieces per blister pack (ABC: PhP2,138.25)	51			
4	pack	Battery, Dry Cell AAA, 2 pieces per blister pack (ABC: PhP2,673.00)	81			
5	pcs	Battery, LR 41 (ABC: PhP264.00)	8			
6	pcs	Binder, Arch File, 2" thick, 2 holes, A4 horizontal (ABC: PhP2,145.00)	15			
7	box	Carbon film, size 210mm x 297mm, blue (ABC: PhP1,695.41)	6			
8	pcs	Clearbook, 20 transparent pockets for A4 size (ABC: PhP818.13)	17			
9	pcs	Clearbook, 20 transparent pockets for legal size (ABC: PhP488.80)	10			
10	box	Clip, backfold, 19mm, 12 pieces per box (ABC: PhP1,003.20)	57			
11	box	Clip, backfold, 25mm, 12 pieces per box (ABC: PhP1,344.20)	65			
12	box	Clip, backfold, 32mm, 12 pieces per box (ABC: PhP1,516.94)	51			
13	box	Clip, backfold, 50mm, 12 pieces per box (ABC: PhP2,786.78)	42			
15	box	Computer Continuous Forms, 2 ply, 280 x 241mm (11" x 9- 1/2"), Carbonless (ABC: PhP5,453.45)	3			
16	pcs	Correction Tape, 8 meter (min) 1 pc. in individual plastic (ABC: PhP2,739.00)	83			
17	roll	Correction Tape for Olympia Carrera Deluxe MD (ABC: PhP5,005.00)	7			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
18	tube	Cutter Blade, heavy duty cutter, 10 pcs per tube, size (ABC: PhP165.00)	5			
19	box	Envelope, expanding, clear, plastic (ABC: PhP885.50)	23			
20	pcs	Folder, Archfile, A4 (ABC: PhP990.00)	10			
21	pcs	Folder, Archfile, Legal (ABC: PhP1,485.00)	15			
22	pcs	Folder, EDP (Continuous Form folder), 11" x 9-1/2" (ABC: PhP280.50)	3			
25	pcs	Folder, Morocco, A4, 50 pcs/pack, specialty, blue (ABC: PhP3,520.00)	200			
26	box	Folder, heavy duty, Pressboard, size 240mm x 370mm, 100s/box (ABC: PhP45,285.08)	19			
27	pack	Folder, Tagboard, A4, 100 pieces per pack (ABC: PhP6,655.00)	10			
28	pcs	Gel ink pen, Black 0.3 (ABC: PhP1,815.00)	66			
29	jar	Glue, all purpose, 200 grams min. (ABC: PhP1,494.35)	19			
31	ream	Laminating Film, 125 microns (ABC: PhP7,744.00)	11			
32	pad	Note pad, Post-It, 1.5 x 2 (ABC: PhP1,623.82)	61			
33	pad	Note pad, Post-It, 3 x 5 (ABC: PhP6,316.20)	72			
34	pad	Note pad, Post-It, 4 x 6 (ABC: PhP11,688.60)	69			
35	pad	Note pad, stick-on, 50mm x 76mm (2" x 3"), 100 sheets/pad (ABC: PhP2,043.18)	47			
36	pad	Note pad, stick-on, 76mm x 100mm (3" x 4"), 100 sheets/pad (ABC: PhP2,651.79)	38			
37	pad	Note pad, stick-on, 76mm x 76mm (3" x 3"), 100 sheets/pad (ABC: PhP2,654.08)	40			
38	box	Paper clip, gem type, 32mm, 100 pieces per box, regular (ABC: PhP834.90)	69			
40	pack	Paper sticker, matte, A4, 10's (ABC: PhP1,270.50)	33			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
41	ream	Paper, multi-purpose (copy), A4, 70gsm (ABC: PhP104,726.60)	526			
42	ream	Paper, multi-purpose (copy), legal, 70gsm (ABC: PhP11,379.37)	49			
43	ream	Paper, multi-purpose (copy), A3, 70gsm (ABC: PhP5,808.00)	12			
44	ream	Paper, Newsprint, White (ABC: PhP1,540.00)	10			
45	pack	Paper, Photo, Glossy, A4, 10's (ABC: PhP1,650.00)	30			
46	Pack	Paper, Specialty board, plain, white, 10's, A4 size (ABC: PhP1,518.00)	46			
47	Jar	Paste, White, 7 oz. (ABC: PhP396.00)	8			
48	box	Pencil #1, 12's (ABC: PhP718.74)	9			
49	box	Pencil #2, 12's (ABC: PhP638.88)	8			
50	box	Pencil lead, 0.5, one (1) dozen per box (ABC: PhP517.44)	7			
51	bundle	Rag, all cotton, 32 pieces per kilo per bundle (ABC: PhP495.00)	6			
52	book	Record book, 150 pages (ABC: PhP742.50)	9			
53	book	Record book, 200 pages (ABC: PhP968.00)	16			
54	book	Record book, 500 pages size: 214mm x 278mm min (ABC: PhP3,630.00)	30			
55	box	Ribbon for Olympia Carrera Deluxe MD (ABC: PhP5,280.00)	6			
56	roll	Ribbon, IBM Easy Strike #1380999 (ABC: PhP274.73)	1			
57	roll	Ribbon, Olympia Compact SDM (ABC: PhP495.00)	1			
58	box	Rubber band, 70mm min lay flat length (#18) (ABC: PhP2,000.86)	11			
59	pack	Rubber Strips, for Carl DC210 cutter, 2 pcs/pack (ABC: PhP2,640.00)	3			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
60	box	Self adhesive label, 1 x 4 (ABC: PhP99.00)	1			
61	box	Self adhesive label, 1 x 6 (ABC: PhP99.00)	1			
62	pack	Sign here flags (ABC: PhP9,475.40)	59			
63	pcs	Sign pen, black, liquidgel ink, 0.5mm, needle tip (ABC: PhP4,119.50)	107			
64	pcs	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: PhP3,503.50)	91			
65	pcs	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: PhP269.50)	7			
66	pc	Spare Blade, for Carl DC210 (ABC: PhP275.00)	1			
67	pcs	Stamp Pad (ABC: PhP594.00)	12			
69	box	Staple Wire, for heavy duty staplers, 23/8 (ABC: PhP108.90)	3			
70	pcs	Tape, double sided, tissue type 20mm (ABC: PhP891.00)	27			
71	roll	Tape, masking, 24mm, 50 meters length (ABC: PhP2,178.18)	32			
72	roll	Tape, packaging, 48mm, 50 meters length (ABC: Ph1,327.04)	40			
74	btl	Stamp pad ink, green, 50ml (ABC: PhP135.30)	3			
75	ream	Paper, Bond, 80gsm, letter size (ABC: PhP2,640.00)	10			
76	roll	Laminating Film, rolls (ABC: PhP1,430.00)	1			
77	box	Push Pins (ABC: PhP539.00)	7			
78	pcs	Presentation Folder, A4, Black (ABC: PhP1,237.50)	25			
79	pcs	Ring Binder, 3-hole, 3 inches, A4, Blue (ABC: PhP3,080.00)	10			
80	pcs	Folder, Archfile, A4, 3" (ABC: PhP701.25)	15			
81	pcs	Battery, 9V (ABC: Ph582.01)	5			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
82	pcs	Clip board with cover, PVC, 4A (ABC: PhP1,760.00)	10			
83	roll	VHP Paper Tape Receipt, 2-1/4 (ABC: PhP330.00)	10			
84	roll	Stretch Wrap, 500mm x 200mm (ABC: PhP3,932.50)	5			
Total amount of ABC: PhP317,830.36						
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.