



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 : **26 June 2024**
Project Title : **Supply and Delivery of Consolidated Commonly Use Supplies**
Reference No. : **2024-06-076**
Total ABC : **PhP 295,899.31**
Submission Deadline : **16 July 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


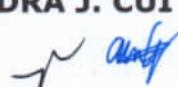
Documentary Requirements:

- 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.


ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee 

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Consolidated Commonly Use Supplies

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
1	btl	Alcohol, 68-70%, ethyl, 500ml (ABC: PhP6,868.90)	71			
2	pc	Ballpen, black (ABC: PhP2,673.00)	162			
3	pc	Ballpen, blue (ABC: PhP1,072.50)	65			
4	pc	Ballpen, red (ABC: PhP346.50)	21			
5	pack	Battery, Dry-Cell AA, 2 pieces per blister pack (ABC: PhP3,354.56)	80			
6	pack	Battery, Dry-Cell AAA, 2 pieces per blister pack (ABC: PhP2,475.00)	75			
7	pc	Binder, Ring, plastic, 3/4" x 80 rings, 19mm (ABC: PhP660.00)	30			
8	pc	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: PhP1,716.00)	12			
9	pc	CD, recordable (ABC: PhP660.00)	10			
12	box	Clip, backfold, 19mm, 12 pieces per box (ABC: PhP932.80)	53			
13	box	Clip, backfold, 25mm, 12 pieces per box (ABC: PhP1,261.48)	61			
14	box	Clip, backfold, 32mm, 12 pieces per box (ABC: PhP1,635.92)	55			
15	box	Clip, backfold, 50mm, 12 pieces per box (ABC: PhP2,786.78)	42			
16	box	Computer Continuous Forms, 1 ply, 280 x 241mm (11"x 9-1/2") (ABC: PhP3,147.14)	3			
17	btl	Correction Fluid, water based (ABC: PhP33.00)	2			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
19	tube	Cutter blade, heavy duty cutter, 10 pieces per tube, size (ABC: PhP132.00)	4			
20	box	Envelope, documentary, for A4 size document, 500 pcs/box (ABC: PhP924.35)	1			
21	box	Envelope, documentary, for legal size document, 500 pcs/box (ABC: PhP1,186.33)	1			
22	box	Envelope, expanding, kraftboard, for legal size, documents, 100 pcs/box (ABC: PhP1,512.37)	1			
23	pc	Envelope, expanding, clear, plastic (ABC: PhP308.00)	8			
24	box	Envelope, mailing, 500 pcs/box, 80 gsm (ABC: PhP1,100.00)	1			
26	set	File tab divider, bristol board, A4, five (5) colors/set (ABC: PhP5,033.60)	200			
27	set	File tab divider, Bristol board, legal size, five (5) colors/set (ABC: PhP1,144.00)	40			
28	pc	Folder, Arch file, A4 (ABC: PhP990.00)	10			
29	pc	Folder, Arch file, Legal (ABC: PhP1,980.00)	20			
30	pc	Folder, EDP (Continuous Form Folder), 11 x 9-1/2 (ABC: PhP280.50)	3			
33	pc	Folder, plastic with transparent/clear plastic front cover, A4 (ABC: PhP264.00)	15			
34	box	Folder, heavy duty pressboard, size 240mm x 370mm, 100s/box (ABC: PhP19,067.40)	8			
36	pc	Gel ink pen, black 0.3 (ABC: PhP1,760.00)	64			
37	jar	Glue, all-purpose, 200 grams min. (ABC: PhP1,337.05)	17			
38	bdl	Index card, 5" x 8" plain, 100 pcs/bundle (ABC: PhP462.00)	3			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
39	box	Index tab, self-adhesive, transparent, white (ABC: PhP871.20)	10			
40	pc	Magazine file box, large (ABC: PhP4,187.04)	30			
41	pc	Marker, permanent, bullet type, black (ABC: PhP600.60)	35			
42	pc	Marker, permanent, bullet type, blue (ABC: PhP583.44)	34			
43	pc	Marker, permanent, bullet type, red (ABC: PhP274.56)	16			
44	pc	Marker, whiteboard, bullet type, black (ABC: PhP1,395.90)	47			
45	pc	Marker, whiteboard, bullet type, blue (ABC: PhP1,128.60)	38			
46	pc	Marker, whiteboard, bullet type, red (ABC: PhP89.10)	3			
47	pc	Notebook, stenographer's, 40 leaves (ABC: PhP2,310.00)	70			
48	pad	Note pad, Post-it, 1.5 x 2 (ABC: PhP1,038.18)	39			
49	pad	Note pad, Post-it, 3 x 5 (ABC: PhP4,210.80)	48			
50	pad	Note pad, Post-it, 4 x 6 (ABC: PhP5,251.40)	31			
51	pad	Note pad, stick-on, 50mm x 76mm (2"x 3"), 100 sheets/pad (ABC: PhP1,738.88)	40			
52	pad	Note pad, stick-on, 76mm x 100mm (3"x 4"), 100 sheets/pad (ABC: PhP2,163.30)	31			
53	pad	Note pad, stick-on, 76mm x 76mm (3"x 3"), 100 sheets/pad (ABC: PhP1,924.21)	29			
54	box	Paper clip, gem type, 32mm, 100 pieces per box (regular) (ABC: PhP580.80)	48			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
56	pk	Paper sticker, matte, A4, 10's (ABC: PhP731.50)	19			
57	pc	Paper highlighter, blue (ABC: PhP287.10)	9			
58	pc	Paper highlighter, green (ABC: PhP606.10)	19			
59	pc	Paper highlighter, orange (ABC: PhP606.10)	19			
60	pc	Paper highlighter, pink (ABC: PhP478.50)	15			
61	pc	Paper highlighter, yellow (ABC: PhP1,371.70)	43			
62	ream	Paper multi-purpose (copy), A4, 70 gsm (ABC: PhP145,143.90)	729			
63	ream	Paper multi-purpose (copy), legal, 70 gsm (ABC: PhP5,573.57)	24			
64	ream	Paper multi-purpose (copy), A3, 70 gsm (ABC: PhP6,776.00)	14			
65	ream	Paper, Newsprint, white (ABC: PhP1,540.00)	10			
66	pack	Paper, Photo, glossy, A4, 10's (ABC: PhP935.00)	17			
67	pack	Paper, Specialty board, plain, white, 10's, A4 size (ABC: PhP495.00)	15			
68	jar	Paste, White, 7 oz. (ABC: PhP49.50)	1			
69	box	Pencil #1, 12's (ABC: PhP399.30)	5			
71	box	Pencil lead, 0.5, one (1) dozen per box (ABC: PhP147.84)	2			
72	box	Plastic paper fastener, assorted colors (ABC: PhP2,864.40)	42			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
74	book	Record book, 150 pages (ABC: PhP247.50)	3			
75	book	Record book, 200 pages (ABC: PhP363.00)	6			
76	book	Record book, 300 pages Size: 214mm x 278mm min. (ABC: PhP1,197.97)	14			
77	book	Record book, 500 pages Size: 214mm x 278mm min. (ABC: PhP1,210.00)	10			
78	box	Ribbon for Olympia Carrera Deluxe MD (ABC: PhP880.00)	1			
79	roll	Ribbon, IBM Easy Strike #1380999 (ABC: Ph274.73)	1			
80	roll	Ribbon, Olympia Compact 5DM (ABC: Ph495.00)	1			
82	bdl	Ring Binder, 80 rings, plastic, 25mm, 10 pcs/bundle (ABC: Ph1,375.00)	5			
83	box	Rubber Band. 70mm min lay flat length (#18) (ABC: Ph181.90)	1			
84	box	Self adhesive label, 1 x 4 (ABC: Ph99.00)	1			
85	pack	Sign here flags (ABC: Ph6,745.20)	42			
86	pc	Sign pen, black, liquidgel ink, 0.5mm, needle tip (ABC: Ph3,349.50)	87			
87	pc	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: Ph3,157.00)	82			
88	pc	Sign pen, red, liquidgel ink, 0.5mm, needle tip (ABC: Ph308.00)	8			
89	pc	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: Ph308.00)	8			
92	box	Staple wire, standard, 23/6 (ABC: Ph1,221.00)	37			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
93	pc	Tape, double sided, tissue type, 20mm (ABC: PhP495.00)	15			
94	roll	Tape, masking, 24mm, 50 meters length (ABC: PhP1,701.70)	25			
95	roll	Tape, masking, 48mm, 50 meters length (ABC: PhP666.38)	5			
96	roll	Tape, packaging, 48mm, 50 meters length (ABC: PhP1,227.51)	37			
97	roll	Tape, transparent, 18mm x 25m (small) (ABC: PhP387.20)	44			
99	roll	Tape, transparent, 48mm, 50 meters (ABC: PhP1,134.72)	34			
101	btl	Stamp pad ink, green, 50ml (ABC: PhP135.30)	3			
103	ream	Paper bond, 80 gsm, letter size (ABC: PhP3,960.00)	15			
104	pack	Specialty Board, A4 size, plain, white, 10's (ABC: PhP825.00)	25			
105	roll	VHP Paper Tape Receipt, 2-1/4 (ABC: PhP495.00)	15			
Total amount of ABC: PhP295,899.31						
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.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

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.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative

iii. Contact details such as telephone/mobile number and email address

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.