



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 : **27 November 2024**
Project Title : **Supply and Delivery of PNOC Christmas Tokens**
Reference No. : **2024-11-203**
Total ABC : **PhP 438,873.00**
Submission Deadline : **5 December 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)

Additional Requirement:

- Product Brochure/s

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 PNOC Christmas Tokens

| ITEM NO. | QTY. | UOM | TECHNICAL SPECIFICATIONS | UNIT PRICE(₱) | TOTAL AMOUNT (₱) |
|-----------------|-------------|------------|--|----------------------|-------------------------|
| 1 | 1 | pc | REFRIGERATOR <u>Technical Specifications:</u> 6.4 cu.ft No-Frost Inverter Dark Inox Inverter Compressor Multi-Airflow Surround Cooling System LED Lighting Energy Efficiency Rate: 282 Power Consumption: 0.77 Kwh/24Hr (ABC:PhP18,995.00) | | |
| 2 | 30 | pcs | ELECTRIC GRILLER <u>Technical Specifications:</u> Simple 5-stage firepower temperature control knob Stainless steel heating tube Quick heat transfer die-casting aluminum grill Grill position: about 29 x 14 cm Set operation indicator Built-in thermostat Stainless steel rack and tempered glass lid Power: 230V AC 60Hz 1000 Watts (ABC:PhP104,850.00) | | |
| 3 | 25 | pcs | AIR FRYER <u>Technical Specifications:</u> 3.5 liter capacity Touch screen digital display Adjustable temperature and timer functions Over-heat protection Fry basket removal safety switch Non-stick frying basket 24-hour delay on No oil frying 1500 Watts (ABC:PhP78,750.00) | | |
| 4 | 20 | pcs | TRAVEL LUGGAGE <u>Technical Specifications:</u> Lightweight with TSA Lock, 20" Capacity: 10-15 kilos Expandable and Explosion Proof Zipper Material is Polycarbonate and ABS combination (very tough and durable material) Aluminum Frame Hardshell Luggage Collapsible rod lever/ pull handle | | |

| ITEM NO. | QTY. | UOM | TECHNICAL SPECIFICATIONS | UNIT PRICE(P) | TOTAL AMOUNT (P) |
|--|------|-----|---|---------------|------------------|
| | | | 4 to 8 Silent Wheels Suitcase Anti-Theft Scratchproof, Shockproof (ABC:PhP61,926.67) | | |
| 5 | 19 | pcs | OVEN TOASTER <i>Technical Specifications:</i> 60-minute Timer with Stay-on Feature Variable Temperature Control Infrared Quad Heater 1500 Watts power 14 liters capacity Cool-Touch Handle Pilot Light Indicator Stainless Steel Front Panel Oven Max. Temperature: 230 (ABC:PhP64,574.67) | | |
| 6 | 25 | pcs | STAND FAN <i>Technical Specifications:</i> 16-inch stand fan Performance 7,000 hours Energy Efficient Less power consumption Built-in thermal Reliability-motor life Easy tilt adjustment Double oscillation (ABC:PhP60,483.33) | | |
| 7 | 20 | pcs | BLENDER <i>Technical Specifications:</i> 1500cc Capacity Glass Jar 2 Speed Settings with Pulse Function 4 Angle Stainless Steel Blades Anti-Slip Footing Safety switch function Stainless Steel Housing Rated Voltage: 230V AC 60Hz Power Consumption: 500 Watts Power Motor 1 Year Warranty on Electrical Parts (ABC:PhP49,293.33) | | |
| Total amount of ABC: PhP 438,873.00 | | | | | |
| Delivery Schedule: | | | On or before: 26 th of December, 2024 | | |
| Delivery Place: | | | PNOC-Building 6, Energy Center, Rizal Drive, BGC, Taguig City | | |
| | | | Quoted price should be VAT inclusive | | |
| | | | Awarding on per item basis | | |
| | | | Warranty: Item offered should have appropriate warranty against manufacturer's / factory defects | | |

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.