



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 : **7 November 2022**
Project Title : **Supply and Delivery of Consolidated Commonly Use Supplies, (4th Quarter, 2022)**
Reference No. : **2022-10-254**
Total ABC : **PhP 423,935.89**
Submission Deadline: **15 November, 2022 / 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.


EVANGELINE B. ALBAYTAR
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Consolidated Commonly Use Supplies (4th Quarter, 2022)

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	btl	Alcohol, 68-70% ethyl, 500ml (ABC: Php7,623.00)	70			
2	pc	Ballpen, black (ABC: Php3,444.10)	202			
3	pc	Ballpen, blue (ABC: Php1,517.45)	89			
4	pc	Ballpen, red (ABC: Php886.60)	52			
6	pack	Battery, Dry Cell AAA, 2 pcs/blister pack (ABC: Php3363.36)	112			
7	pcs	Clearbook, 20 transparent pockets for A4 size (ABC: Php818.13)	17			
8	pcs	Clearbook, 20 transparent pockets for legal size (ABC: Php635.43)	13			
9	box	Clip, backfold, 19mm, 12 pcs/box (ABC: Php1,370.60)	89			
10	box	Clip, backfold, 25mm, 12 pcs/box (ABC: Php1,122.00)	51			
11	box	Clip, backfold, 32mm, 12 pcs/box (ABC: Php1,632.40)	53			
12	box	Clip, backfold, 50mm, 12 pcs/box (ABC: Php2,508.00)	38			
14	pc	Correction tape, 6 meter (min), 1 pc. In individual plastic (ABC: Php4,061.20)	142			
15	pc	Correction tape, Olympia Supertype 330 (ABC: Php566.28)	3			
16	tube	Cutter blade, heavy duty cutter, 10 pcs/tube	3			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	QUANTITY OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
		(ABC: Php99.00)				
17	box	Envelope, expanding, kraftboard, for legal size documents, 100 pcs/box (ABC: Php1,870.00)	2			
18	set	File tab divider, bristol board, A4, five (5) colors/set (ABC: Php14,206.50)	630			
19	set	File tab divider, bristol board, legal size, five (5) colors/set (ABC: Php462.00)	20			
20	bdl	Folder, Fancy, A4, 50s/bundle (ABC: Php327.18)	1			
21	bdl	Folder, Fancy, Legal, 50s/bundle (ABC: Php1,155.00)	1			
22	box	Folder, 25 pt. heavy duty Pressboard, size 240mm x 370mm, 100s/box (ABC: Php35,420.00)	14			
23	pack	Folder, Tagboard, A4, 100 pcs/pack (ABC: Php3,850.00)	7			
26	box	Index tab, self adhesive, transparent, white (ABC: Php1,029.60)	12			
27	pc	Magazine file box, large (ABC: Php4,389.00)	42			
29	pc	Marker, permanent bullet type, blue (ABC: Php105.60)	8			
30	pc	Marker, permanent bullet type, red (ABC: Php118.80)	9			
31	pc	Marker, whiteboard, bullet type, black (ABC: Php445.50)	15			
32	pc	Marker, whiteboard, bullet type, blue (ABC: Php386.10)	13			
33	pc	Marker, whiteboard, bullet type, red (ABC: Php237.60)	8			
34	pc	Notebook, stenographer's, 40 Leaves, Spiral	22			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
		(ABC: Php406.56)				
35	pad	Note Pad, Post-It, 1.5 x (ABC: Php1,703.68)	64			
36	pad	Note Pad, Post-It, 3 x 5 (ABC: Php3,947.63)	45			
37	pad	Note Pad, Post-It, 4 x 6 (ABC: Php6,098.40)	36			
38	pad	Note Pad, stick-on, 50mm x 76mm (2" x 3") 100 sheets/pad (ABC: Php1,474.00)	67			
39	pad	Note Pad, stick-on, 50mm x 76mm (3" x 4") 100 sheets/pad (ABC: Php1,159.40)	34			
40	pad	Note Pad, stick-on, 50mm x 76mm (3" x 3") 100 sheets/pad (ABC: Php1,069.20)	36			
42	box	Paper clip, gem type, 32mm, 100pcs/box (jumbo) (ABC: Php1,128.60)	45			
43	pack	Paper sticker, matte, A4, 10's (ABC: Php80.74)	2			
44	pcs	Paper highlighter, blue (ABC: Php159.50)	5			
45	pcs	Paper highlighter, green (ABC: Php478.50)	15			
46	pcs	Paper highlighter, orange (ABC: Php319.00)	10			
47	ream	Paper, multi-purpose (copy), A4, 70gsm (ABC: Php225,148.00)	952			
49	ream	Paper, specialty board, plain, white, 10's (ABC: Php308.00)	8			
50	box	Plastic, paper fastener, assorted colors (ABC: Php1,443.20)	41			
52	book	Record book, 300 Pages, size: 214mm x 278mm min	12			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
		(ABC: Php1,026.85)				
53	book	Record book, 500 Pages, size: 214mm x 278mm min (ABC: Php2,000.90)	17			
54	roll	Ribbon Olympia Compact 5DM (ABC: Php2,860.00)	4			
55	roll	Ribbon Olympia Supertype 330, Film (ABC: Php1,911.80)	2			
56	bdl	Ring Binder, 80 rings, plastic 32mm x 1.12m, 10 pcs/bundle (ABC: Php369.60)	1			
58	pack	Rubber strips, for Carl DC210 cutter, 2pcs/pack (ABC: Php1,760.00)	2			
59	pack	Sign here flags (ABC: Php6,263.40)	39			
66	roll	Tape, masking, 24mm, 50 meters length (ABC: Php720.72)	12			
67	roll	Tape, packaging, 48mm, 50 meters length (ABC: Php627.00)	19			
68	roll	Tape, transparent, 18mm x 25m (small) (ABC: Php30.80)	4			
69	roll	Tape, transparent, 24mm, 50 meters (ABC: Php1,008.85)	48			
70	roll	Tape, transparent, 48mm, 50 meters (ABC: Php100.12)	3			
71	ream	Paper, multi-purpose (copy), A3, 70gsm (ABC: Php704.00)	2			
72	pc	Ink for Yokatta D-6 Electronic Time Recorder (ABC: Php825.00)	1			
73	bdl	Time card for Yokatta D-6 Bundy clock (ABC: Php171.60)	1			
74	pcs	Archfile folder, 3 x 10 x 15 (ABC: Php8,140.00)	40			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
75	bdl	Ring binder, plastic 25mm (inch), 10pcs/bundle (ABC: Php8,316.00)	21			
76	ream	Paper, bond, letter, 80gsm, 8-1/2 x 11 in. (ABC: Php9,306.00)	60			
77	pcs	Tape, double sided, tissue type 20mm (ABC: Php264.00)	4			
78	pcs	Arch file binder, 2" thick, 2 holes (ABC: Php9,900.00)	60			
79	pcs	Gel ink pen, black, 0.3 (ABC: Php1,023.00)	30			
80	pcs	Folder, morocco, A4, 50 pcs/pack (ABC: Php1,650.00)	150			
81	pcs	Binder, ring, plastic, 3/4" x 80 rings (ABC: Php1,168.31)	43			
82	pcs	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: Php462.00)	12			
83	pcs	EDP folder (continuous form folder), 11 x 9-1/2 (ABC: Php1,309.00)	14			
85	ream	Newsprint, white (ABC: Php3,300.00)	20			
86	ream	Laminating film, 125 microns (ABC: Php5,500.00)	5			
87	pcs	Arch file folder, A4 (ABC: Php3,300.00)	20			
88	pcs	Arch file folder, legal (ABC: Php3,454.00)	20			
89	roll	AO paper (plotter paper), 80gms (ABC: Php2,640.00)	2			
90	pack	Sando Bag, size XXL Jumbo, 16" x 23", 50pcs/pack	20			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
		<i>(ABC: Php4,989.60)</i>				
91	box	Push pin <i>(ABC: Php258.50)</i>	5			
Delivery Place		PNOC-Main Office, BGC, Taguig City				
Delivery Schedule		Within Thirty (30) Calendar Days upon receipt of Purchase Order (PO)				
Mode of Award		Per Line Item				

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 : _____