



**PHILIPPINE NATIONAL OIL COMPANY**  
PNOC Building VI, Energy Center  
Rizal Drive, BGC, Taguig City  
Tel. No.: 8789 – 7662  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://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 : **07 January 2025**  
Project Title : **Supply and Delivery of Drinking Water**  
Reference No. : **2025-01-022**  
Total ABC : **PhP 335,000.00**  
Submission Deadline : **16 January 2025 / 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; or Password-protected PDF copy to email address:**  
[newprocurement@pnoc.com.ph](mailto: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)
- Price Quotation / Proposal and Compliance Form

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](mailto:newprocurement@pnoc.com.ph) / [crgervacio@pnoc.com.ph](mailto:crgervacio@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 Drinking Water**

LOT	UM	TECHNICAL SPECIFICATION/S	TOTAL AMOUNT (P)
1	lot	<p><b>2025 Supply and Delivery of Drinking Water</b> Contract Period: February 1 – December 31, 2025</p> <ul style="list-style-type: none"> <li>• Total no. of dispensers: 22 (brand new hot and cold)</li> <li>• Total no. of containers: 145 (5 gallons each)</li> </ul> <p><b>Please refer to the attached Terms of Reference.</b></p>	
<b>Total amount of ABC: PhP 335,000.00</b>			
Contract Duration:		February 1 – December 31, 2025	
Delivery Schedule:		At least twice per week starting February 1, 2025 upon receipt of Purchase Order.	
Delivery Place:		PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City	
		Quoted price should be VAT inclusive.	
		Awarding on per lot basis/one (1) lot.	

**TERMS OF REFERENCE**

**Project Title : Supply and Delivery of Drinking Water**  
**Contract Duration : February 1, 2025 to December 31, 2025**

**Scope of Work**

Supply and delivery of drinking water for PNOC Employees located at Fort Bonifacio, Taguig City

1. Delivery of 145 containers at least twice a week. Content per water container is 5 gallons.
2. Shape and quality of bottle should be round and polycarbonate resin type (brand new).
3. Provision for closed delivery van/truck.
4. Installation of 22 units brand new hot and cold dispenser.

Location:

1 <sup>st</sup> floor – 2 units	5 <sup>th</sup> floor – 1 unit	7 <sup>th</sup> floor – 1 unit	Basement – 2 units
2 <sup>nd</sup> floor – 1 unit	6 <sup>th</sup> floor – 3 units	Gym – 1 unit	ESB – 2 units
3 <sup>rd</sup> floor – 2 units	Office of the President – 3 units	Records Center – 1 unit	PIP – 2 units
4 <sup>th</sup> floor – 1 unit			

5. Monthly cleaning of hot and cold dispensers.
6. Automated water refilling process, pressurized cleaning and disinfecting of empty bottles.
7. Individual plastic wrapper/seal for each bottle

8. Monthly submission of Microbiological water test laboratory certificate and semi-annual submission of chemical and physical water test laboratory certificate from a water testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA)
9. Sanitary Permit for the duration of the contract
10. One (1) on-call technician to repair defective water dispensers with response time not more than for (4) hours from the receipt of verbal or written notification. In the event that the defective dispenser cannot be repaired on-site, the supplier shall provide a temporary unit. Water dispensers beyond repair shall be replaced with new units within 24 hours
11. Delivery location: PNOC Building 6, Energy Center, Rizal Drive, BGC, Fort Bonifacio, Taguig City
12. Average consumption per month is 580 bottles.
13. Period covered: February 1, 2025 – December 31, 2025

### **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](mailto: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.