



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 January 2025**
Project Title : **Supply and Delivery of Consolidated Common-Use Supplies (Jan-Mar 2025)**
Reference No. : **2025-01-032**
Total ABC : **PhP 142,223.60**
Submission Deadline : **04 February 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; 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)
- Price Quotation/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 / crgevacio@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 Common-Use Supplies
(January-March 2025)**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	pack	Battery, Dry Cell AAA, 2 pieces per blister pack (ABC: PhP 3,003.00)	91		
2	pcs	Battery, LR 41 (ABC: PhP 66.00)	2		
3	pc	Battery, LR 44 (ABC: PhP 33.00)	1		
4	pcs	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: PhP 1,430.00)	10		
5	Box	Computer continuous forms, 2 ply, 280 x 241mm (11" x 9-1/2"), carbonless (ABC: PhP 5,453.45)	3		
6	Roll	Correction tape for Brother Electronic typewriter, GX8250 (ABC: PhP 68.20)	2		
7	Roll	Correction tape for Olympia Carrera Deluxe MD (ABC: PhP 1,584.00)	8		
8	Pc	DVD rewritable, 4x speed, 4.7GB capacity (ABC: PhP 660.00)	15		
9	Pc	Folder, EDP (continuous form folder), 11 x 9-1/2 (ABC: PhP 467.50)	5		
10	Pc	Folder, Morocco, A4, color specialty blue (ABC: PhP 2,763.20)	157		
11	Jar	Glue, all purpose, 200 grams min. (ABC: PhP 1,337.05)	17		
12	pad	Note pad, Post-it, 4 x 6 (ABC: PhP 6,098.40)	36		
13	jar	Paste, White 7 oz. (ABC: PhP 297.00)	6		
14	bundl e	Rag, all cotton, 32 pieces per kilo per bundle (ABC: PhP 1,320.00)	16		
15	book	Record book, 300 pages, size:214mm x 278mm min (ABC: PhP 2,738.28)	32		
16	book	Record book, 500 pages, size:214mm x 278mm min (ABC: PhP 3,025.00)	25		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
17	bx	Ribbon for Olympia Carrera Deluxe MD (ABC: PhP 6,160.00)	7		
18	roll	Ribbon, Olympia Compact 5DM (ABC: PhP 495.00)	1		
19	bundle	Ring Binder, 80 rings, plastic 25mm, 10 pieces per bundle (ABC: PhP 3,025.00)	11		
20	pack	Rubber strips, for Carl DC210 cutter, 2 pcs/pack (ABC: PhP 3,520.00)	4		
21	bx	Self-adhesive label, 1 x 4 (ABC: PhP 594.00)	6		
22	bx	Self-adhesive label, 1 x 6 (ABC: PhP 396.00)	4		
23	bx	Self-adhesive label, 1 x 3 (ABC: PhP 99.00)	1		
24	roll	Tape, transparent, 18mm x 25m (small) (ABC: PhP 651.20)	74		
25	pc	Windbind Clear Cover Steel Crystal LS 05, blue (ABC: PhP 1,009.25)	25		
26	pc	Windbind Clear Cover Steel Crystal LS 07, blue (ABC: PhP 1,025.75)	25		
27	pc	Windbind Clear Cover Steel Crystal LS 09, blue (ABC: PhP 1,042.25)	25		
28	pc	Windbind Clear Cover Steel Crystal LS 12, blue (ABC: PhP 1,105.50)	25		
29	pc	Windbind Clear Cover Steel Crystal LS 15, blue (ABC: PhP 1,168.75)	25		
30	roll	VHP Paper tape receipt, 2-1/4 (ABC: PhP 440.00)	10		
31	pc	Binder, 3-inches, 3-ring, D-type, size A4 (ABC: PhP 2,750.00)	5		
32	pc	Presentation folder, size A4, black (ABC: PhP 990.00)	20		
33	pc	Battery, CR2032, CMOS (ABC: PhP 495.00)	10		
34	pack	Parchment paper, A4 (10 pcs/pack) (ABC: PhP 550.00)	20		

ABC: PhP 142,223.60

Total: _____

Delivery Schedule: Within Thirty (30) calendar days upon receipt of Purchase Order

Delivery Place: PNOC-Main Office, BGC, Taguig City

Quoted price should be VAT inclusive

Awarding is per line item /one (1) item basis.

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.