



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 : **13 January 2025**
Project Title : **Supply and Delivery of Consolidated
Common-Use Supplies (Jan-Mar 2025)**
Reference No. : **2025-01-019**
Total ABC : **PhP 410,051.60**
Submission Deadline : **21 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; 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/
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 Consolidated Commonly Use Supplies
(January-March 2025)**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	pcs	Ballpen, Black (ABC: PhP 4,125.00)	250		
2	pcs	Ballpen, Blue (ABC: PhP 2,062.50)	125		
3	pcs	Ballpen, Red (ABC: PhP 528.00)	32		
4	pack	Battery, Dry Cell AA, 2 pieces per blister pack (ABC: PhP 4,528.06)	108		
5	pack	Battery, Dry Cell AAA, 2 pieces per blister pack (ABC: PhP 3,003.00)	91		
6	pcs	Battery, LR 41 (ABC: PhP 66.00)	2		
7	pc	Battery, LR 44 (ABC: PhP 33.00)	1		
8	pcs	Binder, Ring, plastic, 3/4" x 80 rings, 19mm (ABC: PhP 220.00)	10		
9	pcs	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: PhP 1,430.00)	10		
10	pcs	Binder, Arch file, 3" thick, 2 holes, A4 vertical (ABC: PhP 2,161.50)	15		
11	pcs	Carbon Film, size 210mm x 297mm, Blue (ABC: PhP 1,977.98)	7		
12	pcs	CD recordable (ABC: PhP 660.00)	10		
13	pcs	Clearbook, 20 transparent pockets for A4 size (ABC: PhP 1,161.60)	24		
14	Box	Clip, backfold, 32mm, 12 pieces per box (ABC: PhP 1,844.13)	62		
15	Box	Computer continuous forms, 2 ply, 280 x 241mm (11" x 9-1/2"), carbonless (ABC: PhP 5,453.45)	3		
16	Btl	Correction fluid, water based (ABC: PhP 99.00)	6		
17	Roll	Correction tape for Brother Electronic typewriter, GX8250 (ABC: PhP 68.20)	2		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
18	Roll	Correction tape for Olympia Carrera Deluxe MD (ABC: PhP 1,584.00)	8		
19	Pc	DVD rewritable, 4x speed, 4.7GB capacity (ABC: PhP 660.00)	15		
20	Pc	Envelope, expanding, clear, plastic (ABC: PhP 693.00)	18		
21	box	Envelope, mailing, 500 pieces per box, 80 gsm (ABC: PhP 3,300.00)	3		
22	Set	File tab divider, bristol board, A4, five (5) colors/set (ABC: PhP 7,676.24)	305		
23	Set	File tab divider, bristol board, Legal size, five (5) colors/set (ABC: 629.20)	22		
24	Pc	Folder, Archfile, A4 (ABC: PhP 2,574.00)	26		
25	pc	Folder, Archfile, Legal (ABC: PhP 2,475.00)	25		
26	Pc	Folder, EDP (continuous form folder), 11 x 9-1/2 (ABC: PhP 467.50)	5		
27	Pc	Folder, Morocco, A4, color specialty blue (ABC: PhP 2,763.20)	157		
28	Pc	Folder, plastic with transparent/clear plastic front cover, A4 (ABC: PhP 1,584.00)	90		
29	Box	Folder, heavy duty pressboard, size 240mm x 370mm, 100s/box (ABC: PhP 38,134.80)	16		
30	Pack	Folder, tagboard, A4, 100 pieces per pack (ABC: PhP 3,993.00)	6		
31	Pack	Folder, tagboard, Legal size, 100 pieces per pack (ABC: PhP 1,056.00)	2		
32	pc	Gel ink pen, Black 0.3 (ABC: PhP 2,172.50)	79		
33	Jar	Glue, all purpose, 200 grams min. (ABC: PhP 1,337.05)	17		
34	Ream	Laminating film, 125 microns (ABC: PhP 4,224.00)	6		
35	Pcs	Magazine File Box, large (ABC: PhP 6,001.42)	43		
36	Pcs	Marker, permanent, bullet type, black (ABC: PhP 909.48)	53		
37	Pcs	Marker, permanent, bullet type, blue (ABC: PhP 669.24)	39		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
38	Pcs	Marker, permanent, bullet type, red (ABC: PhP 531.96)	31		
39	Pcs	Marker, whiteboard, bullet type, black (ABC: PhP 1,722.60)	58		
40	Pcs	Marker, whiteboard, bullet type, blue (ABC: PhP 1,544.40)	52		
41	Pcs	Marker, whiteboard, bullet type, red (ABC: PhP 1,217.70)	41		
42	pad	Note pad, Post-it, 1.5 x 2 (ABC: PhP 1,490.72)	56		
43	pad	Note pad, Post-it, 3 x 5 (ABC: PhP 5,702.40)	48		
44	pad	Note pad, Post-it, 4 x 6 (ABC: PhP 6,098.40)	36		
45	pad	Note Pad, stick-on, 50mm x 76mm (2"x3"), 100 sheets per pad (ABC: PhP 2,173.60)	50		
46	pad	Note Pad, stick-on, 76mm x 100mm (3"x4"), 100 sheets per pad (ABC: PhP 891.00)	27		
47	pad	Note Pad, stick-on, 76mm x 76mm (3"x3"), 100 sheets per pad (ABC: PhP 1,128.60)	38		
48	pack	Paper sticker, matte, A4, 10's (ABC: PhP 770.00)	20		
49	Pcs	Paper, Highlighter, Blue (ABC: PhP 510.40)	16		
50	Pcs	Paper, Highlighter, Green (ABC: PhP 478.50)	15		
51	Pcs	Paper, Highlighter, Orange (ABC: PhP 638.00)	20		
52	Pcs	Paper, Highlighter, Pink (ABC: PhP 510.40)	16		
53	Pcs	Paper, Highlighter, Yellow (ABC: PhP 925.10)	29		
54	ream	Paper, Multi-purpose (copy) A4, 70 gsm, ultra white (ABC: PhP 132,401.50)	665		
55	ream	Paper, Multi-purpose (copy) Legal, 70 gsm, ultra white (ABC: PhP 13,237.22)	57		
56	ream	Paper, Multi-purpose (copy) A3, 70 gsm (ABC: PhP 4,356.00)	9		
57	ream	Paper, Newsprint, white, legal (ABC: PhP 2,310.00)	15		
58	pack	Paper, Photo, glossy, A4, 10's (ABC: PhP 2,860.00)	52		
59	pack	Paper, Specialty board, plain, white, 10's, A4 size (ABC: PhP 1,947.00)	59		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
60	jar	Paste, White 7 oz. (ABC: PhP 297.00)	6		
61	box	Pencil #1, 12's (ABC: PhP 319.44)	4		
62	box	Pencil, lead 0.5,with eraser, one (1) dozen per box (ABC: PhP 665.28)	9		
63	box	Plastic Paper Fastener, assorted colors (ABC: PhP 3,000.80)	44		
64	bundle	Rag, all cotton, 32 pieces per kilo per bundle (ABC: PhP 1,320.00)	16		
65	book	Record book, 150 pages (ABC: PhP 742.50)	9		
66	book	Record book, 200 pages (ABC: PhP 907.50)	15		
67	book	Record book, 300 pages, size:214mm x 278mm min (ABC: PhP 2,738.28)	32		
68	book	Record book, 500 pages, size:214mm x 278mm min (ABC: PhP 3,025.00)	25		
69	bx	Ribbon for Olympia Carrera Deluxe MD (ABC: PhP 6,160.00)	7		
70	roll	Ribbon, Olympia Compact 5DM (ABC: PhP 495.00)	1		
71	bundle	Ring Binder, 80 rings, plastic 32mm x 1.12m 10 pieces per bundle (ABC: PhP 4,268.00)	8		
72	bundle	Ring Binder, 80 rings, plastic 25mm, 10 pieces per bundle (ABC: PhP 3,025.00)	11		
73	box	Rubber band, 70mm min lay flat length (#18) (ABC: PhP 1,273.27)	7		
74	pack	Rubber strips, for Carl DC210 cutter, 2 pcs/pack (ABC: PhP 3,520.00)	4		
75	bx	Self-adhesive label, 1 x 4 (ABC: PhP 594.00)	6		
76	bx	Self-adhesive label, 1 x 6 (ABC: PhP 396.00)	4		
77	bx	Self-adhesive label, 1 x 3 (ABC: PhP 99.00)	1		
78	pk	Sign here flags (ABC: PhP 12,375.00)	75		
79	pc	Sign pen, black, liquidgel ink, 0.5mm, needle tip (ABC: PhP 4,928.00)	128		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
80	pc	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: PhP 3,349.50)	87		
81	pc	Sign pen, red, liquidgel ink, 0.5mm, needle tip (ABC: PhP 885.50)	23		
82	pc	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: PhP 731.50)	19		
83	pc	Stamp Pad (ABC: PhP 396.00)	8		
84	pc	Tape, double sided, tissue type 20mm (ABC: PhP 759.00)	23		
85	roll	Tape, masking, 48mm, 50 meters length (ABC: PhP 3,198.62)	24		
86	roll	Tape, packaging, 48mm, 50 meters length (ABC: PhP 1,360.22)	41		
87	roll	Tape, transparent, 18mm x 25m (small) (ABC: PhP 651.20)	74		
88	pc	Windbind Clear Cover Steel Crystal LS 05, blue (ABC: PhP 1,009.25)	25		
89	pc	Windbind Clear Cover Steel Crystal LS 07, blue (ABC: PhP 1,025.75)	25		
90	pc	Windbind Clear Cover Steel Crystal LS 09, blue (ABC: PhP 1,042.25)	25		
91	pc	Windbind Clear Cover Steel Crystal LS 12, blue (ABC: PhP 1,105.50)	25		
92	pc	Windbind Clear Cover Steel Crystal LS 15, blue (ABC: PhP 1,168.75)	25		
93	pack	PVC Book binding cover, size A4-Clear, 20 sheet/pack (ABC: PhP 352.00)	2		
94	pack	PVC Book binding cover, size Long-Clear, 20 sheet/pack (ABC: PhP 374.00)	2		
95	btl	Stamp Pad ink, green, 50ml (ABC: PhP 270.60)	6		
96	btl	Stamp Pad ink, red, 50ml (ABC: PhP 270.60)	6		
97	pc	Folder, morocco, letter, 50 pieces per pack, specialty blue (ABC: PhP 1,777.60)	101		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
98	pc	Paper, bond, 80 gsm, letter size (ABC: PhP 6,600.00)	25		
99	roll	Laminating film rolls, 250 microns (ABC: PhP 1,210.00)	1		
100	pc	Stapler, with staple wire remover, standard size (ABC: PhP 220.00)	2		
101	roll	VHP Paper tape receipt, 2-1/4 (ABC: PhP 440.00)	10		
102	pc	Paper, Highlighter, Yellow Green (ABC: PhP 159.50)	5		
103	bundle	Ring Binder, 80 rings, plastic 10mm, 10 pieces per bundle (ABC: PhP 990.00)	5		
104	pc	Clipboard, A4 with cover (ABC: PhP 2,640.00)	20		
105	pc	Binder, 3-inches, 3-ring, D-type, size A4 (ABC: PhP 2,750.00)	5		
106	pc	Presentation folder, size A4, black (ABC: PhP 990.00)	20		
107	pc	ID case with string (ABC: PhP 825.00)	50		
108	pc	Folder, Archfile 2", vertical (ABC: PhP 1,518.00)	6		
109	pc	Battery, 9V, Alkalline (ABC: PhP 689.71)	3		
110	pc	Battery, CR2032, CMOS (ABC: PhP 495.00)	10		
111	pack	Parchment paper, A4 (10 pcs/pack) (ABC: PhP 550.00)	20		
112	pc	Certificate parchment holder, A4 (ABC: PhP 1,100.00)	20		
ABC: PhP 410,051.60					
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.