



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 : 28 July 2021
Project Title : Supply and Delivery of Consolidated Common-Use Supplies
(2nd & 3rd Quarter, 2021)
Reference No. : 2021-07-149
ABC : PhP389,301.85
Submission Deadline: 5 August 2021 / 05:00 PM

Accomplished Price Quotation/Proposal and Compliance Forms may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to gsmendoza@pnoc.com.ph and procurement@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 Common-Use Supplies (2nd & 3rd Quarter, 2021)

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	TOTAL ABC (P)	UNIT PRICE (P)	TOTAL PRICE (P)
1	118	pack	BATTERY, dry cell AA, 2 pieces per blister pack	5,451.60		
2	110	pack	BATTERY, dry cell AAA, 2 pieces per blister pack	6,655.00		
3	118	bottle	ALCOHOL, 68%-70%, Isoprophyl, 500ml	12,720.40		
5	10	piece	CLEARBOOK, 20 transparent pockets for A4 size	456.23		
7	26	box	CLIP, backfold, 19mm, 12 pieces per box	457.60		
8	82	box	CLIP, backfold, 25mm, 12 pieces per box	1,474.63		
9	44	box	CLIP, backfold, 32mm, 12 pieces per box	1,403.60		
10	39	box	CLIP, backfold, 50mm, 12 pieces per box	2,831.40		
11	74	piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	1,790.80		
12	2	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	1,650.00		
13	2	box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	1,980.00		
15	1	piece	ERASER, plastic or rubber	8.80		
16	401	set	FILE TAB DIVIDER, bristol board, A4, five (5) colors/set	6,748.83		
17	190	set	FILE TAB DIVIDER, bristol board, Legal Size, five(5) colors per set	3,448.50		
18	6	bundle	FOLDER, Fancy, A4, 50s/ bundle	2,970.00		
19	2	bundle	FOLDER, Fancy, Legal, 50 pieces per bundle	990.00		
20	36	box	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	49,500.00		
21	2	pack	FOLDER, Tagboard, A4, 100 pieces per pack	836.00		
22	2	pack	FOLDER, Tagboard, Legal size, 100 pieces per pack	880.00		
23	20	jar	GLUE, all purpose, 200 grams min.	1,502.82		
24	11	box	INDEX TAB, self-adhesive, transparent WHITE	907.50		
25	49	piece	MAGAZINE FILE BOX, LARGE	4,581.50		
26	20	piece	MARKER, whiteboard, bullet type, black	677.60		
27	20	piece	MARKER, whiteboard, bullet type, blue	677.60		
28	10	piece	MARKER, whiteboard, bullet type, red	338.80		
29	34	piece	MARKER, permanent, bullet type, black	467.50		
30	24	piece	MARKER, permanent, bullet type, blue	330.00		
31	12	piece	MARKER, permanent, bullet type, red	165.00		
33	49	pad	NOTE PAD, stick-on, 50mm x 76mm (2"x3"), 100 sheets per pad	2,197.29		

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	TOTAL ABC (P)	UNIT PRICE (P)	TOTAL PRICE (P)
34	37	pad	NOTE PAD, stick-on, 76mm x 76mm (3"x3"), 100 sheets per pad	2,136.87		
35	33	pad	NOTE PAD, stick-on, 76mm x 100mm (3"x4"), 100 sheets per pad	2,375.44		
36	37	box	PAPER CLIP, gem type, 32mm, 100 pieces per box (regular)	488.40		
37	52	box	PAPER CLIP, gem type, 48mm, 100 pieces per box (Jumbo)	1,601.60		
38	730	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	152,570.00		
40	3	roll	PLASTIC WRAP, 12" x 300 meters	1,650.00		
41	26	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	2,224.85		
42	6	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	739.94		
43	2	bundle	RING BINDER, 80 rings, plastic 32mm x 1.12m 10 pieces per bundle	739.20		
48	12	piece	SIGN PEN, green, liquid gel ink, 0.5mm, needle tip	553.21		
49	12	bottle	STAMP PAD INK, violet, 50mL	508.20		
50	3	bottle	STAMP PAD INK, green, 50mL	127.05		
51	45	box	STAPLE WIRE, Standard 26/6	1,336.50		
52	30	roll	TAPE, masking, 24mm, 50 meters length	2,286.90		
53	25	roll	TAPE, masking, 48mm, 50 meters length	3,327.50		
54	26	roll	TAPE, packaging, 48mm, 50 meters length	963.62		
55	70	roll	TAPE, transparent, 24mm, 50 meters	1,471.24		
56	29	roll	TAPE, transparent, 48mm, 50 meters	967.78		
57	5	roll	TWINE, plastic, one kilo per roll	374.00		
58	30	bundle	RAG, all cotton, 32 pieces per kilo per bundle	2,475.00		
59	6	box	COMPUTER CONTINUOUS FORMS, 1 ply, 280 x 241mm (11" x 9-1/2")	7,378.80		
60	44	piece	DVD REWRITABLE, 4x speed, 4.7GB capacity	2,178.00		
61	41	roll	TAPE, transparent, 18mm x 25m (small)	496.10		
62	95	piece	BALLPEN, black	2,184.05		
63	52	piece	BALLPEN, blue	1,195.48		
64	28	piece	BALLPEN, red	643.72		
65	10	piece	BATTERY, LR 41	286.00		
66	1	piece	FAX FILM, Panasonic KX FA93/57E/54E	423.50		
67	118	pad	Note pad, Post-it, 1.5 x 2	3,141.16		
68	76	pad	Note pad, Post-it, 3 x 5	6,667.10		
69	32	pad	Note pad, Post-it, 4 x 6	5,174.40		
70	7	pack	Paper sticker, A4 , 10's	269.50		
71	7	pack	Paper, Specialty board, plain, white, 10's	269.50		
72	5	jar	Paste, White, 7 oz.	220.00		
73	37	box	Plastic Paper Fastener, Assorted colors	1,424.50		
74	11	piece	Marker, Highlighter, Green	363.00		
75	2	piece	Marker, Highlighter, Pink	66.00		

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	TOTAL ABC (P)	UNIT PRICE (P)	TOTAL PRICE (P)
76	7	piece	Marker, Highlighter, Orange	231.00		
77	3	piece	Marker, Highlighter, Yellow	99.00		
78	2	piece	Marker, Highlighter, Blue	66.00		
79	3	box	Pencil #1, 12's	254.10		
80	11	box	Pencil #2, 12's	931.70		
81	6	roll	Ribbon, Olympia Supertype 330, Film	7,920.00		
82	5	pack	Rubber Strips, for Carl DC210 cutter, 2 pcs/pk	4,400.00		
83	5	piece	Spare Blade, for Carl DC210	1,375.00		
84	48	pack	Sign here flags	8,184.00		
85	3	roll	Ribbon for Olympia Carrera De Luxe MD typewriter	1,584.00		
86	2	roll	Correction Tape for Olympia Carrera Deluxe MB	440.00		
87	2	box	STAPLE WIRE, for heavy duty staplers, 23/8	61.05		
88	15	piece	Binder, ring, plastic, 3/4"x80 rings	330.00		
89	15	piece	Binder, ring, plastic, 1"x80 rings	445.50		
90	25	ream	Paper, Bond, Letter, 80 gsm	5,500.00		
91	4	piece	Tape, Double-sided, Tissue type, 20mm	264.00		
92	4	piece	Tape, Double-sided, Tissue type, 10mm	220.00		
93	1	bundle	Time Card, Yokatta D-6 Bundy clock	198.00		
94	1	roll	Laminating Film, 250micron x 50meters, A4	1,650.00		
95	1	piece	Correctable film ribbon, Brother AX 10/15/20 (Reorder No. F737 BKSC)	220.00		
96	2	piece	Correction tape for Electronic typewriter GX 8250	220.00		
97	5	piece	SIGN PEN, blue, liquidgel ink, 0.7mm, needle tip	302.50		
98	12	piece	CD REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed (w/ individual casing)	594.00		
99	6	piece	Record Book, Binded (300 pages)	1,756.39		
100	7	piece	EDP folder (continuous form folder), 11 x 9 1/2	616.00		
101	1	piece	Ink for Yokatta D-6 Electronic Time Recorder	990.00		
102	50	piece	Winbind clear cover steel crystal LS 05 Blue	2,018.50		
103	50	piece	Winbind clear cover steel crystal LS 07 Blue	2,051.50		
104	50	piece	Winbind clear cover steel crystal LS 09 Blue	2,084.50		
105	50	piece	Winbind clear cover steel crystal LS 12 Blue	2,211.00		
106	50	piece	Winbind clear cover steel crystal LS 15 Blue	2,337.50		
107	2	bundle	Ring Binder, plastic 25mm (1 inch), 10 pieces per	649.00		
108	20	piece	Double Sided Tape, 1"	440.00		
109	8	piece	Arch Box File Folder (Legal)	3,080.00		
110	15	piece	Arch Box File Folder (A4)	1,402.50		
111	12	roll	Tape Receipt for calculator, size 2 1/4	264.00		
112	20	piece	Tape, Cassette, C120	1,320.00		
113	20	piece	Tape, Cassette, C90	1,320.00		
114	20	piece	Tape, Cassette, C60	1,320.00		

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	TOTAL ABC (P)	UNIT PRICE (P)	TOTAL PRICE (P)
115	6	piece	Marker, permanent, broad, black	330.00		
116	12	ream	Master Bond, A3, 11" x 17"	4,224.00		
Total Amount						
Delivery Period:		Within Thirty (30) Calendar Days upon receipt of Purchase Order				
Delivery Place:		PNOC, PNOC Building VI, Energy Center, Rizal Drive, Fort Bonifacio, Taguig City				
Basis of Award:		Per line item awarding				

TERMS AND CONDITIONS

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
6. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.

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 : _____

Organization Address : _____

Tel No. / Mobile No. and Email Address : _____