



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 : 10 November 2021
Project Title : Supply and Delivery of Consolidated Common-Use Supplies
(4th Quarter, 2021)
Reference No. : 2021-11-242
ABC : PhP219,660.65
Submission Deadline: 19 November 2021 / 10:00 AM

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 (4th Quarter, 2021)

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	ABC (P)	BRAND OFFERED	UNIT PRICE (P)	TOTAL PRICE (P)
1	15	pack	BATTERY, dry cell AA, 2 pieces per blister pack	688.79			
2	22	pack	BATTERY, dry cell AAA, 2 pieces per blister pack	1,010.23			
5	16	box	CLIP, backfold, 19mm, 12 pieces per box	212.96			
6	23	box	CLIP, backfold, 25mm, 12 pieces per box	443.89			
7	17	box	CLIP, backfold, 32mm, 12 pieces per box	534.82			
8	16	box	CLIP, backfold, 50mm, 12 pieces per box	1,045.44			
9	39	piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	1,576.58			
10	2	box	ENVELOPE, DOCUMENTARY, for A4 size document, size 9" x 12 ¼", 500 pieces per box	1,791.77			
11	112	set	FILE TAB DIVIDER, bristol board, A4, five (5) colors/set	2,276.74			
12	68	set	FILE TAB DIVIDER, bristol board, Legal Size, five(5) colors per set	1,359.53			
13	2	bundle	FOLDER, Fancy, A4, 50s/ bundle	1,185.80			
14	21	box	FOLDER, 25 pt. heavy duty Pressboard, size 240mm x 370mm, 100s/box	50,820.00			
15	4	jar	GLUE, all purpose, 200 grams min.	333.96			
16	4	piece	INDEX TAB, self adhesive, transparent WHITE	329.12			
17	5	piece	MAGAZINE FILE BOX, LARGE	453.75			
18	8	piece	MARKER, whiteboard, bullet type, black	271.04			
19	8	piece	MARKER, whiteboard, bullet type, blue	271.04			
20	4	piece	MARKER, whiteboard, bullet type, red	135.52			
21	15	piece	MARKER, permanent, bullet type, black	213.68			
22	15	piece	MARKER, permanent, bullet type, blue	213.68			
23	5	piece	MARKER, permanent, bullet type, red	71.23			
25	18	pad	NOTE PAD, stick-on, 50mm x 76mm (2"x3"), 100 sheets per pad	975.74			
26	17	pad	NOTE PAD, stick-on, 76mm x 76mm (3"x3"), 100 sheets per pad	1,110.78			
27	47	pad	NOTE PAD, stick-on, 76mm x 76mm (3"x4"), 100 sheets per pad	4,833.95			
28	12	box	PAPER CLIP, gem type, 32mm, 100 pieces per box (regular)	174.24			
29	8	box	PAPER CLIP, gem type, 48mm, 100 pieces per box (Jumbo)	232.32			
30	486	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	122,904.54			
31	10	ream	PAPER, Multi-Purpose (COPY) Legal, 70gsm	2,049.74			
32	1	box	PENCIL, lead, w/eraser, One(1) dozen per box	73.92			
36	1	box	RUBBER BAND, 70mm min lay flat length (#18)	145.20			
37	30	piece	SIGN PEN, black, liquidgel ink, 0.5mm, needle tip	1,383.03			

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	ABC (P)	BRAND OFFERED	UNIT PRICE (P)	TOTAL PRICE (P)
38	22	piece	SIGN PEN, blue, liquidgel ink, 0.5mm, needle tip	1,014.22			
39	6	piece	SIGN PEN, red, liquidgel ink, 0.5mm, needle tip	276.61			
40	5	bottle	STAMP PAD INK, violet, 50mL	211.75			
41	6	box	STAPLE WIRE, Standard 26/6	181.50			
43	10	roll	TAPE, masking, 48mm, 50 meters length	1,560.90			
44	12	roll	TAPE, packaging, 48mm, 50 meters length	507.47			
45	33	roll	TAPE, transparent, 24mm, 50 meters	838.53			
46	12	roll	TAPE, transparent, 48mm, 50 meters	508.20			
47	4	roll	TWINE, plastic, one kilo per roll	358.16			
48	9	roll	TAPE, transparent, 18mm x 25m (small)	119.79			
49	70	piece	BALLPEN, black	1,863.40			
50	11	piece	BALLPEN, blue	292.82			
51	5	piece	BATTERY, LR 41	151.25			
52	5	piece	BATTERY, LR 44	151.25			
53	6	pad	NOTE PAD, Post-it, 1.5 x 2	193.04			
54	19	pad	NOTE PAD, Post-it, 3 x 5	2,011.63			
55	9	pad	NOTE PAD, Post-it, 4 x 6	1,633.50			
56	1	pack	PAPER STICKER, A4 , matte, 10's	42.35			
57	6	pack	PAPER, Specialty board, plain, white, 10's	254.10			
58	3	jar	PASTE, White, 7 oz.	141.57			
59	10	box	PLASTIC PAPER FASTENER, Assorted colors	435.60			
60	4	piece	MARKER, Highlighter, Green	154.88			
61	4	piece	MARKER, Highlighter, Yellow	154.88			
62	1	box	PENCIL #2, 12's	99.22			
63	10	pack	SIGN HERE flags	1,887.60			
64	1	box	STAPLE WIRE, for heavy duty staplers, 23/8	36.30			
65	1	piece	CORRECTION TAPE for Electronic typewriter GX 8250	121.00			
66	6	piece	SIGN PEN, blue, liquidgel ink, 0.7mm, needle tip	363.00			
67	15	piece	ARCHFILE BINDER FOLDER, 2 holes, 3" thickness, A4	3,630.00			
68	3	piece	ARCH BOX FILE FOLDER, legal	1,343.10			
Delivery Date:			Within Thirty (30) Calendar Days Upon Receipt of Purchase Order (PO)				
Delivery Place:			PNOC-Main Office, BGC, Taguig City				

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.
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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 : _____

Organization Address : _____

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