



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 : **17 November 2021**
Project Title : **2022 Rental of Photocopying Machines for PNOC Offices at Fort Bonifacio, Energy Supply Base (ESB), Mabini, Batangas and Industrial Park, Mariveles, Bataan**
Reference No. : **2021-11-249**
Total ABC : **PhP858,900.00**
Submission Deadline: **25 November 2021 / 10:00 AM**

Accomplished Price Quotation/Proposal and Compliance Form may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and gsmendoza@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" (Non-notarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Latest Income / Business Tax Returns

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. This is part of the Early Procurement Activities of PNOC through the 2022 National Expenditure Program.

Thank you.


EVANGELINE B. ALBAYTAR
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

2022 Rental of Photocopying Machines for PNOC Offices at Fort Bonifacio, ESB, Mabini, Batangas and Industrial Park, Mariveles, Bataan

A. Project objective

To engage the services of a company that can provide PNOC its reproduction needs through rental of photocopying machines for its day-to-day operation and give employees easy access in reproducing and scanning documents.

B. Scope

The photocopying services include printing, scanning and duplicating of documents. The company requires six (6) photocopying machines to be installed at different offices.

C. Location

Metro Manila (PNOC Bldg 6) – 4 machines
Batangas (Energy Supply Base Office) – 1 machine
Bataan (PNOC Industrial Park) – 1 machine

C. Deliverables

1. The photocopying services contractor shall provide machines with the following minimum features:
 - Multiple copy up to 999 copies
 - Length and Width Adjustment
 - Mixed Original Size Settings
 - Enlargement : 4x zoom size
 - Back to Back Setting
 - Paper cassette selection long and short
 - Master bond 11x17 selection
 - Contrast selector – lighter and darker
 - A4 selection
 - High speed colored scanner

Machine	Minimum Speed	Location
1	35 copies / min	CORSEC
2	35 copies / min	COA
3	35 copies / min	OP - Colored Photocopying machine
4	65 copies / min	GSD – Multi-function machine with colored scanner, USB slot, installation of software to Company PCs and network printer
5	35 copies / min	Energy Supply Base - Batangas
6	35 copies / min	Industrial Park - Bataan

2. All machines must be in a very good working condition at all times.
3. Supply of all consumables i.e. toners, rollers, drum, developer, etc shall be for the account of the contractor.
4. Replacement for the machine parts and repair of the machine shall be effected by the contractor at no extra cost to the company.
5. Unit copy charge shall on the number of net copies reported monthly on the meter reading card.
6. Provision of replacement machine, in case the repair of the defective machine exceeds six (6) hours
7. The contractor shall provide service engineer/s to conduct regular maintenance, repair and adjustment of all photocopiers in order to ensure good quality of copy at all times including the machines located at Batangas and Bataan.
8. Service Engineer shall immediately install necessary software to all desktop computers of PNOC for the networking of the printer and scanner upon installation of all the photocopying machines.
9. The contractor shall provide service engineer on an on-call basis within two (2) hours after receipt of service call from the company.
10. Provision to increase/decrease the number of photocopying machines.
11. Average consumption per month:
 - Fort Bonifacio (HO-PNOC Bldg 6) – between 40,000 – 42,000 copies
 - Bataan (PNOC Industrial Park) – between 4,000 – 5,000 copies
 - Batangas (Energy Supply Base) – between 4,000 - 5000 copies

D. Manpower Requirement

1. One (1) Machine Operator/Technician to be assigned at PNOC, Fort Bonifacio, Taguig City. To work eight (8) hours per day from Monday to Friday and work overtime when necessary.
2. Must have at least 5 years experience of operating and troubleshooting of photocopying machines. Knowledge in scanning of documents.

E. Duration of Contract

The contract for the rental of photocopying machines shall be for the period of 12 months from January 1 to December 31, 2022.

F. Budget

The Approved Budget of the Contract (ABC):
 PNOC-Fort Bonifacio, Taguig City – PhP600,000.00
 PNOC Industrial Park, Bataan – PhP150,000.00
 PNOC Energy Supply Base – PhP108,900.00

LOT	UOM	DETAILS	QTY	AMOUNT (PhP)
1	Lot	<p>No. of Machines: (4) Units Location: PNOC-Main Office, BGC, Taguig City Min. Speed Requirement: 35 copies per minute; 65 copies per minute with colored scanner, USB slot, installation of software to Company PCs and network printer Average consumption per month: Between 40,000-42,000 copies (ABC: PhP600,000.00)</p>	1	
	Lot	<p>No. of Machine: (1) Unit Location: PNOC-Energy Supply Base (ESB), Mabini, Batangas Min. Speed Requirement: 35 copies per minute; Average consumption per month: Between 40,000-42,000 copies (ABC: PhP108,900.00)</p>	1	
	Lot	<p>No. of Machine: (1) Unit Location: PNOC-Industrial Park (PIP), Mariveles, Bataan Min. Speed Requirement: 35 copies per minute; Average consumption per month: Between 40,000-42,000 copies (ABC: PhP150,000.00)</p>	1	
TOTAL AMOUNT				
Area of Delivery		PNOC-Main Office, BGC, Taguig City / PNOC-Energy Supply Base (ESB), Brgy. Mainaga, Mabini, Batangas / PNOC-Industrial Park (PIP), Brgy. Batangas Dos, Mariveles, Bataan		
Contract Duration		January 1 to December 31, 2021		
Delivery Period		Within Thirty (30) Calendar Days upon receipt of P.O.		

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.

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 Nos. and Email Address : _____