



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 : **22 April 2022**
Project Title : **Supply and Delivery of Consolidated Commonly-Used Supplies (1st and 2nd Quarter, 2022)**
Reference No. : **2022-04-073**
ABC : **PhP 209,898.82**
Submission Deadline: **2 May 2022 / 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

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 Commonly-Used Supplies (1st and 2nd Quarter, 2022)

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	ABC (P)	BRAND OFFERED	UNIT PRICE (P)	TOTAL PRICE (P)
2	129	piece	Ballpen, black	2,031.75			
3	93	piece	Ballpen, blue	1,464.75			
4	31	piece	Ballpen, red	488.25			
5	118	pack	Battery, dry cell AA, 2 pieces per blister pack	4,722.45			
9	14	piece	Clearbook, 20 transparent pockets for legal size	653.21			
10	48	box	Clip, backfold, 19mm, 12 pieces per box	478.93			
11	39	box	Clip, backfold, 25mm, 12 pieces per box	736.28			
12	29	box	Clip, backfold, 32mm, 12 pieces per box	680.86			
13	20	box	Clip, backfold, 50mm, 12 pieces per box	1,146.60			
14	6	box	Computer continuous forms, 1 ply, 280 x 241 mm 11" x 9-1/2"	4,917.04			
15	6	box	Computer continuous forms, 2 ply, 280 x 241 mm 11" x 9-1/2", carbonless	6,066.90			
16	10	bottle	Correction fluid, water based	157.50			
18	56	piece	DVD rewritable, 4x speed, 4.7GB capacity	2,352.00			
19	3	box	Envelope, documentary, for A4 size document, 500 pieces per box, size 9 x 12 3/4	2,346.75			
20	1	box	Envelope, documentary, for Legal size document, 500 pieces per box	959.62			
22	795	set	File tab divider, bristol board, A4, five (5) colors/set	13,059.66			
23	25	set	File tab divider, bristol board, legal size, five (5) colors/set	477.11			
25	2	bundle	Folder, Fancy, Legal, 50 pcs/ bundle	792.29			
26	9	box	Folder, 25 pt. heavy duty Pressboard, size 240mm x 370mm, 100s/box	9,916.83			
27	7	pack	Folder, Tagboard, A4, 100 pcs per pack	3,072.30			
28	1	pack	Folder, Tagboard, Legal size, 100 pcs per pack	456.23			
29	36	jar	Glue, all purpose, 200 grams min.	2,702.70			
30	9	box	Index tab, self adhesive, transparent white	748.44			
31	35	piece	Magazine file box, large	3,031.88			
32	24	piece	Marker, permanent, bullet type, black	302.40			
33	12	piece	Marker, permanent, bullet type, blue	151.20			
34	6	piece	Marker, permanent, bullet type, red	75.60			
35	16	piece	Marker, whiteboard, bullet type, black	453.60			
36	35	piece	Marker, whiteboard, bullet type, blue	992.25			
37	16	piece	Marker, whiteboard, bullet type, red	453.60			
38	20	piece	Notebook, stenographer's, 40 leaves, spiral	294.06			
39	72	pad	Note pad, Post-it, 1.5 x 2	1,829.52			
40	58	pad	Note pad, Post-it, 3 x 5	4,856.78			
41	44	pad	Note pad, Post-it, 4 x 6	6,791.40			
42	77	pad	Note Pad, stick-on, 50mm x 76mm (2"x3"), 100 sheets per pad	1,617.00			

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	ABC (P)	BRAND OFFERED	UNIT PRICE (P)	TOTAL PRICE (P)
43	65	pad	Note Pad, stick-on, 50mm x 76mm (3"x4"), 100 sheets per pad	2,047.50			
44	40	pad	Note Pad, stick-on, 50mm x 76mm (3"x3"), 100 sheets per pad	1,134.00			
45	51	box	Paper clip, gem type, 32mm, 100 pieces per box (regular)	589.05			
46	33	box	Paper clip, gem type, 32mm, 100 pieces per box (Jumbo)	762.30			
47	2	pack	Paper sticker, matte, A4, 10's	73.50			
48	7	piece	Paper, highlighter, blue	213.15			
49	15	piece	Paper, highlighter, green	456.75			
50	22	piece	Paper, highlighter, orange	669.90			
51	11	piece	Paper, highlighter, pink	334.95			
52	8	piece	Paper, highlighter, yellow	243.60			
54	53	ream	Paper, multi-purpose (copy) Legal, 70 gsm	10,369.82			
55	25	ream	Paper, specialty board, plain, white, 10's	787.50			
56	6	roll	Paper, thermal 216mm x 50m	630.00			
57	4	roll	Paper, thermal 216mm x 30m	238.14			
58	3	box	Pencil, #1, 12's	228.69			
59	2	box	Pencil, #2, 12's	152.46			
60	52	box	Plastic, paper fastener, assorted colors	1,692.60			
61	37	bundle	Rag, all cotton, 32 pieces per kilo	2,913.75			
64	3	box	Ribbon for Olympia Carrera deluxe MD	1,575.00			
65	3	roll	Ribbon, IBM Easy Strike #1380999	1,694.39			
66	4	roll	Ribbon, Olympia Compact 5DM	1,890.00			
67	1	roll	Ribbon, Olympia Splendid F737, BKSC	346.50			
68	4	roll	Ribbon, Olympia Supertype 330, Film	3,649.80			
70	2	box	Rubber band, 70mm min lay flat length (#18)	283.50			
71	1	pack	Rubber strips, for Carl DC210 cutter, 2 pcs/pack	840.00			
72	100	pack	Sign here flags	15,330.00			
73	101	piece	Sign pen, black, liquidgel ink, 0.5mm, needle tip	3,711.75			
74	79	piece	Sign pen, blue, liquidgel ink, 0.5mm, needle tip	2,903.25			
75	38	piece	Sign pen, red, liquidgel ink, 0.5mm, needle tip	1,396.50			
76	5	bottle	Stamp pad ink, violet, 50ml	202.13			
77	3	box	Staple wire, for heavy duty staplers, 23/13	94.50			
78	25	box	Stapler wire, standard 26/6	656.25			
79	12	roll	Tape, masking, 24mm, 50 meters length	687.96			
80	3	roll	Tape, masking, 48mm, 50 meters length	335.79			
81	17	roll	Tape, packaging, 48mm, 50 meters length	535.50			
82	87	roll	Tape, transparent, 18mm x 25 m (small)	639.45			
83	80	roll	Tape, transparent, 24mm, 50 meters	1,604.99			
84	2	roll	Tape, transparent, 48mm, 50 meters	63.71			
85	1	roll	Twine, plastic, one kilo per roll	68.25			
86	6	ream	Paper, Multi-purpose (copy) A3, 70 gsm	2,016.00			
87	1	piece	Ink for Yokatta D-6 Electronic Time Recorder	682.50			
88	1	bundle	Time card for Yokatta D-6 Bundy clock	163.80			

ITEM NO.	QTY.	UNIT	TECHNICAL SPECIFICATIONS	ABC (P)	BRAND OFFERED	UNIT PRICE (P)	TOTAL PRICE (P)
89	500	piece	Morocco, specialty, blue letter	1,181.25			
90	50	piece	Windbind clear cover steel crystal LS 05 blue	1,926.75			
91	50	piece	Windbind clear cover steel crystal LS 07 blue	1,958.25			
92	50	piece	Windbind clear cover steel crystal LS 09 blue	1,989.75			
93	50	piece	Windbind clear cover steel crystal LS 12 blue	2,110.50			
94	50	piece	Windbind clear cover steel crystal LS 15 blue	2,231.25			
95	40	piece	Archfile folder, 3x10x15	5,460.00			
96	2	bundle	Ring binder, plastic 25mm (inch), 10 pcs per bundle	525.00			
97	30	ream	Paper, copy, letter 80 gsm 8 1/2 x 11 in.	4,441.50			
98	4	piece	Tape, double sided, tissue type 20mm	252.00			
99	20	piece	DVD-R (+/-) 4.7 GB, with case	840.00			
100	32	piece	Plastic folder with transparent/clear plastic front cover	1,276.80			
101	2	bundle	Index card, 5" x 8", plain, 100 pcs/bundle	378.00			
102	1	box	Acetate (transparent), film A4	304.50			
103	60	piece	Archfile binder, 2" thick, 2 holes	9,450.00			
104	20	pack	Photo paper, glossy, A4	2,520.00			
105	20	piece	Gel ink pen, black, 0.3	630.00			
106	25	book	Record book, 200 pages	1,837.50			
107	150	piece	Folder, morocco, A4, 50 pieces per pack	850.50			
108	42	piece	Binder, ring, plastic, 3/4" x 80 rings	705.60			
109	5	piece	Clear, plastic expanding envelope	1,575.00			
110	2	unit	Correction tape for Olympia Carrera deluxe MD	347.55			
111	48	piece	Sign pen, green, liquidgel ink, 0.5mm, needle tip	1,764.00			
112	8	bottle	Stamp pad ink, green, 50ml	323.40			
113	14	piece	EDP folder (continuous form folder), 11 x 9 1/2	646.80			
115	20	ream	Newsprint, white	3,150.00			
116	6	ream	Laminating film, 125 microns	6,300.00			
117	20	piece	Arch file folder, A4	3,150.00			
118	20	piece	Arch file folder, Legal	3,150.00			
119	2	roll	AO Paper (plotter paper), 80 gms	1,470.00			
120	1	pack	Superfax, Transparency film	304.50			
121	3	roll	Plastic wrap, 300 meters x 10 inches	661.50			
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. 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 : _____

Organization Address : _____

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