



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://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:

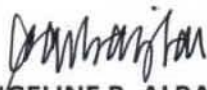
Date : **April 11, 2022**  
Project Title : **Supply and Delivery of Multi-function Printer**  
Reference No. : **2022-04-078**  
ABC : **PhP 252,000.00**  
Submission Deadline: **April 21, 2022 (10:00 AM)**

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 [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [rqvergara@pnoc.com.ph](mailto:rqvergara@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit / BIR Certificate of Registration (for individual consultant)
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after the award or before the 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 Multi-Function Printer

### TECHNICAL SPECIFICATIONS

#### MULTI-FUNCTION PRINTER

- All-in-one Functions: Print, Scan, Copy, Email
- Printing Resolution: 4800 x 1200DPI
- Colors: Black, Cyan, yellow Magenta
- Optical Resolution: 1200 DPI x 2400 DPI (Horizontal x Vertical)
- Scan Output Formats: BMP, JPEG, TIFF, PDF
- Paper Formats: A4, A5, A6, B5, C6, DL (Envelope), No. 10 (Envelope), Letter, 9 x 13 cm, 10 x 15 cm, 16:9, Legal
- Duplex: Yes
- Automatic Document Feed: 30 pages
- Maximum Copy Size: A4, Letter
- Copy Resolution: 600 x 1200 DPI
- Max Copies: 99 copies
- Output Tray Capacity: 30 sheets
- Multifunction: 250 sheets Standard, 250 sheets Maximum, 20 Photo Sheets
- Compatible Paper Weight: 64 g/m<sup>2</sup> – 250 g/m<sup>2</sup>
- Media handling: Auto Sheet Feeder, Flatbed Scanner
- Supported OS: Mac OS x 10.6.8 or later, Windows 10, Windows 7, Windows 7 x 64, Windows 8, Windows 8 (32/64 bit), Windows XP SP3, XP Professional x 64 Edition SP2
- Interfaces: USB, Ethernet, Wi-Fi, Wi-Fi Direct

#	Item Description	Qty.	Unit Price	Total
1	Multi-Function Printer Brand / Model : _____	14 units		

#### 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 : \_\_\_\_\_