



**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 : **25 May 2022**  
Project Title : **Printing of Consolidated Office Forms**  
Reference No. : **2022-05-104**  
Total ABC : **PhP 199,902.41**  
Submission Deadline: **2 June 2022 / 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](mailto:procurement@pnoc.com.ph) and [gsmendoza@pnoc.com.ph](mailto: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" (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**

**Printing of Consolidated Office Forms**

| ITEM NO. | UOM  | TECHNICAL SPECIFICATIONS   | QTY | UNIT PRICE (P) | TOTAL AMOUNT (P) |
|----------|------|--|-----|----------------|------------------|
| 1        | pad  | <p><b>DISBURSEMENT VOUCHER</b><br/>                     Size: 21.0 x 29.7 cms. (A4)<br/>                     Stock: No Carbon Required (NCR)<br/>                     Color: 2 colors<br/>                     Copies: 50 x 2 / pad<br/>                     Process: Offset Printing<br/>                     Printing: 1<sup>st</sup> copy – 2 side printing<br/>                                 Front – 2 colors<br/>                                 Back – 1 color<br/>                     2<sup>nd</sup> copy – 1 side printing<br/>                     Others: with PNOC logo, as per sample</p> <p><b>ABC: Php33,075.00</b></p> | 180 |                |                  |
| 2        | box  | <p><b>MAILING ENVELOPE WITH PNOC LOGO</b><br/>                     Size: 24.0 x 10.5 cm.<br/>                     Stock: Bookpaper, 20 lbs.<br/>                     Color: 2 colors / 1 side (warm red)<br/>                     Copies: 500 pcs / box<br/>                     Process: Offset Printing<br/>                     Others: w/ PNOC Logo, as per sample</p> <p><b>ABC: Php1,482.86</b></p>  | 1   |                |                  |
| 3        | ream | <p><b>PNOC LETTERHEAD PAYMENT WITH LOGO, GREEN</b><br/>                     Size: 21.0 x 29.7 cms. (A4)<br/>                     Stock: Book Paper, 20 lbs.<br/>                     Color: 3 colors / 1 side print<br/>                     Copies: 500 pcs / ream<br/>                     Process: Offset Printing<br/>                     Printing:<br/>                     1<sup>st</sup> copy – Green Paper (with logo on background)<br/>                     Others: w/ PNOC Logo, as per sample</p> <p><b>ABC: Php3,024.00</b></p>  | 4   |                |                  |
| 4        | ream | <p><b>PNOC LETTERHEAD</b><br/>                     Size: 21.0 x 29.7 cms. (A4)<br/>                     Stock: Book Paper, 20 lbs.<br/>                     Color: 2 colors / 1 side print (warm red)<br/>                     Copies: 500 pcs / ream<br/>                     Process: Offset Printing<br/>                     Others: w/ PNOC Logo, as per sample</p> <p><b>ABC: Php19,646.55</b></p>   | 44  |                |                  |
| 5        | pad  | <p><b>REQUEST FOR FOREIGN CURRENCY REMITTANCE</b><br/>                     Size: 21.5 x 17.5 cms.<br/>                     Stock: No Carbon Required (NCR)<br/>                     Copies: 50 x 3 / pad<br/>                     Printing:<br/>                     1<sup>st</sup> copy – White Paper (Original)<br/>                     2<sup>nd</sup> copy – Blue Paper (Payables)</p>   | 5   |                |                  |

| ITEM NO. | UOM | TECHNICAL SPECIFICATIONS   | QTY | UNIT PRICE (P) | TOTAL AMOUNT (P) |
|----------|-----|--|-----|----------------|------------------|
|          |     | 3 <sup>rd</sup> copy – Pink Paper (Treasurer)<br>Process: Offset Printing / 1 side print<br>Others: with amienda, as per sample.<br><br><b>ABC: Php1,375.50</b>  |     |                |                  |
| 6        | pad | <b>TRIP TICKET</b><br>Size: 21.5 x 13.7 cms.<br>Stock: No Carbon Required (NCR)<br>Color: 1 color / 1 side printing<br>Original – White<br>Duplicate – Green<br>Copies: 50 x 2 per pad<br>Process: Offset<br>Others: with PNOC logo, pre-numbered, with amienda, as per sample<br><br><b>ABC: Php55,125.00</b>   | 500 |                |                  |
| 7        | pad | <b>HSSE FORM: ACCESS PERMIT</b><br>Size: 21 x 15 cm.<br>Stock: Book Paper, 20 lbs.<br>Color: 2 color / 1 side<br>Copies: 50 x 1 / pad<br>Process: Offset Printing<br>Others: with PNOC logo, as per sample<br><br><b>ABC: Php5,880.00</b>  | 80  |                |                  |
| 8        | pad | <b>TRUCK SCALE FORM</b><br>Size: 11 x 16.5 cm.<br>Stock: No Carbon Required (NCR)<br>Copies: 50 x 5 / pad<br>Printing:<br>1 <sup>st</sup> copy – White Paper (Customer's Copy)<br>2 <sup>nd</sup> copy – Blue Paper (Billing's Copy)<br>3 <sup>rd</sup> copy – Green Paper (File's Copy)<br>4 <sup>th</sup> copy – Pink Paper (Warehouse Copy)<br>5 <sup>th</sup> copy – Yellow Paper (End-User's Copy)<br>Process: Offset Printing / 1 side print<br>Others: with PNOC logo, pre-numbered (in red), with amienda (in red), as per sample.<br><br><b>ABC: Php29,400.00</b> | 350 |                |                  |
| 9        | pad | <b>REVENUE GATE PASS FORM</b><br>Size: 11.5 x 19 cm.<br>Stock: No Carbon Required (NCR)<br>Copies: 50 x 4 / pad<br>Printing:<br>1 <sup>st</sup> copy – White Paper (Guard's Copy)<br>2 <sup>nd</sup> copy – Blue Paper (Hauler's Copy)<br>3 <sup>rd</sup> copy – Pink Paper (Custom's Copy)<br>4 <sup>th</sup> copy – Yellow Paper (File Copy)<br>Process: Offset Printing / 1 side print<br>Others: Pre-numbered, with amienda, as per sample.<br><br><b>ABC: Php31,500.00</b>  | 500 |                |                  |

| ITEM NO.          | UOM  | TECHNICAL SPECIFICATIONS   | QTY | UNIT PRICE (P) | TOTAL AMOUNT (P) |
|-------------------|--|--|-----|----------------|------------------|
| 10                | pad  | <b>JOB ORDER FORM</b><br>Size: 21.5 x 28 cm.<br>Stock: No Carbon Required (NCR)<br>Copies: 50 x 4 / pad<br>Printing:<br>1 <sup>st</sup> copy – White Paper (Customer's Copy)<br>2 <sup>nd</sup> copy – Pink Paper (File's Copy)<br>3 <sup>rd</sup> copy – Blue Paper (Accounting's Copy)<br>4 <sup>th</sup> copy – Yellow Paper (Operation Copy)<br>Process: Offset Printing / 1 side print<br>Others: with PNOC logo, pre-numbered, with amienda, as per sample.<br><br><b>ABC: Php3,097.50</b>   | 10  |                |                  |
| 11                | pad  | <b>VESSEL SERVICE SHEET</b><br>Size: 14.0 x 16.5 cms.<br>Stock: No Carbon Required (NCR)<br>Color: 2 colors / 1 side printing<br>Copies: 50 x 4 / pad<br>Printing:<br>1 <sup>st</sup> copy – White Paper (Customer's Copy)<br>2 <sup>nd</sup> copy – Pink Paper (File's Copy)<br>3 <sup>rd</sup> copy – Blue Paper (Accounting's Copy)<br>4 <sup>th</sup> copy – Yellow Paper (Operation Copy)<br>Process: Offset Printing / 1 side print<br>Others: with PNOC logo, pre-numbered, with amienda, as per sample.<br><br><b>ABC: Php2,646.00</b> | 6   |                |                  |
| 12                | pad  | <b>INCOMING MATERIALS AND EQUIPMENT CHECKLIST</b><br>Size: 11 x 17.5 cm.<br>Stock: No Carbon Required (NCR)<br>Color: 2 colors / 1 side printing<br>Copies: 50 x 3 / pad<br>Printing:<br>1 <sup>st</sup> copy – White Paper (Customer's Copy)<br>2 <sup>nd</sup> copy – Green Paper (File's Copy)<br>3 <sup>rd</sup> copy – Blue Paper (Gate Guard's Copy)<br>Process: Offset Printing<br>Others: with PNOC logo, pre-numbered (in red), with amienda (in red), as per sample.<br><br><b>ABC: Php13,650.00</b>                                 | 200 |                |                  |
|                   |  | <b>TOTAL AMOUNT</b>  |     |                |                  |
| Delivery Schedule | Within Thirty (30) Calendar Days upon approval of final blue print |  |     |                |                  |
| 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 : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Nos. and Email Address : \_\_\_\_\_