



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 : **24 October 2022**
Project Title : **Contract of Services for Rental of Photocopying Machine for PNOC Offices at Fort Bonifacio, ESB-Mabini, Batangas and Industrial Park, Mariveles, Bataan**
Reference No. : **2023-EPA-006**
Total ABC : **PhP 680,000.00**
Submission Deadline: **3 November 2022 / 10:00 AM**
Delivery Place : **PNOC-Main Office (Taguig), ESB (Batangas), PIP (Bataan)**

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)
- Latest Income/Business Tax Return
- 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


PHILIPPINE NATIONAL OIL COMPANY
 PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City

TERMS OF REFERENCE

**PROJECT: RENTAL OF PHOTOCOPIING MACHINES FOR THE YEAR 2023
 FOR PNOC OFFICES AT BONIFACIO GLOBAL CITY, TAGUIG CITY, ENERGY
 SUPPLY BASE, MABINI, BATANGAS AND INDUSTRIAL PARK, MARIVELES,
 BATAAN**

1. SCOPE

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

2. SPECIFIC REQUIREMENT

The Service Provider shall provide Five (5) units digital multifunction photocopying machines, monochrome (black and white) and One (1) unit digital multifunction photocopying machine capable of color printout for a total of Six (6) units.

Details are as follows:

Machine Distribution (Total No. of Units: 6)			Minimum Copies Per Month		Machine Operator/ Technician
PNOC Office and Location	Monochrome (Black and White)	Color	Monochrome (Black and White)	Color	
PNOC, Bonifacio Global City, Taguig City			33,000	600	1
- Office of the President	0	1			
- General Services Division	1	0			
- Office of the Corporate Secretary	1	0			
- Resident COA	1				
PNOC Energy Supply Base, Mainaga, Mabini, Batangas	1	0	7,000		0
PNOC Industrial Park, Limay, Bataan	1	0	4,000		0

3. MINIMUM TECHNICAL AND OTHER REQUIREMENTS

- 3.1 Copy Speed:
 - Four (4) units, Monochrome (Black and White): Fifty-Five (55) copies/ pages per minute
 - One (1) unit, Monochrome/ Black and White: Sixty-Five (65) copies/ pages per minute
 - One (1) unit, Color: Fifty-Five (55) copies/ pages per minute
- 3.2 High-speed color scanner
- 3.3 Duplex Automatic Document Feeder for back to back copying, printing and scanning
- 3.4 Automatic Document Feeder, at least 100 sheets
- 3.5 Sorting and grouping features, can sort at least 30 sets
- 3.6 With automatic and manual density control / contrast selector
- 3.7 Automatic paper selection
- 3.8 A4 selection
- 3.9 25% to 400% reduction/ enlargement
- 3.10 1 to 999 continuous copying
- 3.11 Multiple Paper Tray should include but not limited to Short, A4, Legal & A3
- 3.12 A3 maximum original size
- 3.13 A3 to A5R copy size
- 3.14 Front loading paper supply
- 3.15 Local Area Network (LAN) connection module or with Network Interface Card (NIC) for network printing and scanning
- 3.16 With USB slot / Scan to USB function
- 3.17 Installation of software to the Company's PCs/ Desktops and network printers
- 3.18 Provision of one (1) machine operator/ technician at PNOG in BGC, Taguig City to work eight (8) hours per day from Monday to Friday, 8:00 a.m. to 5:00 p.m., and to work overtime when necessary, who must have at least five (5) years experience of operating and troubleshooting of photocopying machines, and should have knowledge in scanning of documents.
- 3.19 Immediate installation of necessary software/s to all PNOG desktop computers for the networking of the printers and scanners upon installation of all the photocopying machines.
- 3.20 The monthly rental billing for all the machines including those located in Batangas and Bataan should be based on the actual number of copies made by the machines as registered in the meters of the machines at the end of the billing month. Rate per copy shall be inclusive of VAT and all applicable taxes, and cost of machine operator/ technician. Two per cent (2%) spoilage shall also be automatically deducted from the monthly billing of copies made.
- 3.21 To determine the actual number of copies made, the machines should be capable of generating monthly report.
- 3.22 All machines must be in very good working condition at all times.

- 3.23 Conduct of regular maintenance, repair and adjustment for all photocopying machines including the machines located in Batangas and Bataan in order to ensure good quality of copies at all times.
- 3.24 A technician shall be provided on an on-call basis within two (2) hours after receipt of service call from PNOC for the machines at the PNOC, BGC, Taguig, or no later than the following day for the machines in Energy Supply Base in Batangas and Industrial Park in Bataan.
- 3.25 Provision of replacement unit in case the repair of defective machine/s exceed/s six (6) hours;
- 3.26 Supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the winning supplier; and
- 3.27 Supply of consumables i.e., toner, developer, etc., shall be for the account of the winning supplier excluding copy paper.
- 3.28 Must have a provision to increase/decrease the number of photocopying machines.

4. BUDGET

The Approved Budget for the Contract (ABC) is **Six Hundred Eighty Thousand Pesos (Php680,000.00)**.

5. DURATION OF CONTRACT

The contract for the rental of photocopying machines shall be for the period of twelve (12) months reckoned from the date of issuance of the Notice to Proceed.

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Item No.	Qty.	UM	Technical Specifications	Total Bid Price (₱)
1	1	lot	<p>CONTRACT OF SERVICES FOR RENTAL OF PHOTOCOPYING MACHINE FOR PNOC OFFICES AT FORT BONIFACIO, ESB-MABINI, BATANGAS AND INDUSTRIAL PARK, MARIVELES, BATAAN</p> <p>Contract Duration: January 1, 2023 – December 31, 2023 (12) months</p> <p>(ABC: PhP 680,000.00)</p>	
Delivery Schedule:			Monthly Billing	
Project location:			PNOC-Main Office (Taguig), ESB (Batangas), PIP (Bataan)	

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 : _____