



**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 : **21 October 2022**  
Project Title : **Supply and Delivery of Drinking Water**  
Reference No. : **2023-EPA-007**  
Total ABC : **PhP360,000.00**  
Submission Deadline: **03 November 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 [hdvallano@pnoc.com.ph](mailto:hdvallano@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)
- Omnibus Sworn Statement (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. This is part of the Early Procurement Activities of PNOC through the 2023 National Expenditure Program.

Thank you.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee 

# PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

## SUPPLY AND DELIVERY OF DRINKING WATER

### Terms of Reference / Technical Specifications

#### SCOPE OF WORKS:

Supply and delivery of drinking water for PNOG Employees located at Fort Bonifacio, Taguig City

1. Delivery of 145 containers more or less per week at least twice a week. Content per water container is 5 gallons.
2. Shape and quality of bottle should be round and polycarbonate resin type (brand new).
3. Provision for closed delivery van/truck.
4. Installation of 22 units brand new hot and cold dispenser.

Location:

1 <sup>st</sup> floor – 2 units	5 <sup>th</sup> floor – 1 unit	7 <sup>th</sup> floor – 1 unit	Basement – 2 units
2 <sup>nd</sup> floor – 1 unit	6 <sup>th</sup> floor – 3 units	Gym – 1 unit	ESB – 2 units
3 <sup>rd</sup> floor – 2 units	Office of the President – 2 units	Record Center – 1 unit	PIP – 2 units
4 <sup>th</sup> floor – 2 units			

5. Monthly cleaning of hot and cold dispenses.
6. Automated water refilling process, pressurized cleaning and disinfecting of empty bottles.
7. Individual plastic wrapper/seal for each bottle
8. Monthly submission of Microbiological water test laboratory certificate and semi-annual submission of chemical and physical water test laboratory certificate from a water testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA)
9. Sanitary Permit for the duration of the contract
10. One (1) on-call technician to repair defective water dispensers with response time not more than for (4) hours from the receipt of verbal or written notification. In the event that the defective dispenser cannot be repaired on-site, the supplier shall provide a temporary unit. Water dispensers beyond repair shall be replaced with new units within 24 hours
11. Delivery location: PNOG Building 6, Energy Center, Rizal Drive, BGC, Fort Bonifacio, Taguig City
12. Average consumption per month is 580 bottles
13. Period covered: January 1, 2023 –December 31, 2023

Item No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	<b>SUPPLY AND DELIVERY OF DRINKING WATER</b> (ABC: PhP360,000.00)	1	
Contract Duration:		January 1, 2023 – December 31, 2023		

### TERMS AND CONDITIONS

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
6. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
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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 : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Organization Address : \_\_\_\_\_

Tel No. / Mobile No. and Email Address : \_\_\_\_\_