



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 : 7 June 2023
Project Title : **Printing of Consolidated Office Forms**
Reference No. : 2023-04-122
ABC : PhP 159,480.48
Submission Deadline: 16 June 2023 / 10:00 AM
Place of Delivery : PNOC-Main Office, BGC, Taguig City

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)
- 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.


ATTY. GRACIELA M. BARLETA
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	DISBURSEMENT VOUCHER Size: 21.0 x 297 cms (A4) Stock: No Carbon Required (NCR) Color: 2 colors Copies: 50 x 2 / pad Process: Offset Printing Printing: 1 st copy – 2 side printing Front – 2 colors Back – 1 color 2 nd copy – 1 side printing Others: with PNOG logo, as per sample (ABC: Php12,947.00)	107		
2	pad	LOCAL PURCHASE REQUISITION Size: 21.0 x 29.7 cms (A4) Stock: NCR (No Carbon Required) Color: 1 st Copy – 1 color 1 – side black 2 nd Copy – 1 color 1 – side blue 3 rd Copy – 1 color 1 – side orange Copies: 50 x 3 Process: Offset Printing Others: with amienda, as per sample (ABC: Php3,746.60)	13		
3	pad	MEMO PAD, PERSONALIZED Size: 21.5 x 14.0 cms. Stock: Book Paper, 20 lbs. Color: 1 – color 1 – side Copies: 100 x 1 Process: Offset Printing Others: w/ PNOG Logo, as per sample (ABC: Php2,286.90)	6		
4	ream	PNOG LETTERHEAD PAYMENT WITH LOGO, GREEN, A4 Size: 21.0 x 29.7 cms (A4) Stock: Book Paper, 20 lbs. Color: 3 colors 1 side print Copies: 500 pcs / ream Process: Offset Printing Printing: 1 st Copy – Green Paper (with logo on background) Others: w/ PNOG Logo, as per sample (ABC: Php3,960.00)	5		
5	ream	PNOG LETTERHEAD, A4 Size: 21.0 x 29.7 cms Stock: Book Paper, 20 lbs. Color: 2 Colors – 1 side print (warm red) Copies: 500 pcs /ream Process: Offset Printing Others: with PNOG logo, as per sample (ABC: Php22,920.98)	49		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
6	pad	TRIP TICKET Size: 21.5 x 13.7 cms. Stock: No Carbon Required (NCR) Color: 1 color / 1 side printing Original – White Duplicate – Green Copies: 50 x 2 per pad Process: Offset Printing Others: with PNOC logo, pre-numbered, with amienda, as per sample (ABC: Php51,282.00)	444		
7	pad	WORK ORDER REQUISITION Size: 21.0 x 29.7 cm. (A4) Stock: Book Paper, 20 lbs. Color: 1 st Copy – 1 color 1 – side black 2 nd Copy – 2 colors 1 – side orange 3 rd Copy – 2 colors 1 – side blue Copies: 50 x 3 Process: Offset Printing Others: with amienda, as per sample ABC: (Php3,465.00)	10		
8	pad	TRUCK SCALE FORM Size: 11 x 16.5 cm. Stock: No Carbon Required (NCR) Copies: 50 x 5 / pad Printing: 1 st copy – White Paper (Customer's Copy) 2 nd copy – Blue Paper (Billing's Copy) 3 rd copy – Green Paper (File's Copy) 4 th copy – Pink Paper (Warehouse Copy) 5 th copy – Yellow Paper (End-User's Copy) Process: Offset Printing / 1 side print Others: with PNOC logo, pre-numbered (in red), with amienda (in red), as per sample. (ABC: Php12,320.00)	160		
9	pad	REVENUE GATE PASS FORM Size: 11.5 x 19 cm. Stock: No Carbon Required (NCR) Copies: 50 x 4 / pad Printing: 1 st copy – White Paper (Guard's Copy) 2 nd copy – Blue Paper (Hauler's Copy) 3 rd copy – Pink Paper (Custom's Copy) 4 th copy – Yellow Paper (File Copy) Process: Offset Printing / 1 side print Others: Pre-numbered, with amienda, as per sample. (ABC: Php27,907.00)	430		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
10	pad	JOB ORDER FORM Size: 21.5 x 28 cm. Stock: No Carbon Required (NCR) Copies: 50 x 4 / pad Printing: 1 st copy – White Paper (Customer's Copy) 2 nd copy – Pink Paper (File's Copy) 3 rd copy – Blue Paper (Accounting's Copy) 4 th copy – Yellow Paper (Operation Copy) Process: Offset Printing / 1 side print Others: with PNOC logo, pre-numbered, with amienda, as per sample. (ABC: Php3,135.00)	10		
11	pad	VESSEL SERVICE SHEET Size: 14.0 x 16.5 cms. Stock: No Carbon Required (NCR) Color: 2 colors / 1 side printing Copies: 50 x 4 / pad Printing: 1 st copy – White Paper (Customer's Copy) 2 nd copy – Pink Paper (File's Copy) 3 rd copy – Blue Paper (Accounting's Copy) 4 th copy – Yellow Paper (Operation Copy) Process: Offset Printing / 1 side print Others: with PNOC logo, pre-numbered, with amienda, as per sample. (ABC: Php4,620.00)	10		
12	pad	INCOMING MATERIALS AND EQUIPMENT CHECKLIST Size: 11 x 17.5 cm. Stock: No Carbon Required (NCR) Color: 2 colors / 1 side printing Copies: 50 x 3 / pad Printing: 1 st copy – White Paper (Customer's Copy) 2 nd copy – Green Paper (File's Copy) 3 rd copy – Blue Paper (Gate Guard's Copy) Process: Offset Printing Others: with PNOC logo, pre-numbered (in red), with amienda (in red), as per sample. (ABC: Php10,890.00)	180		
		TOTAL AMOUNT			
Delivery Schedule:	Within Fourty-Five (45) Calendar Days upon approval of final blue print				
Delivery Place:	PNOC-Main Office, BGC, Taguig City				
	Per line item awarding				

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 : _____

Project Title: Consolidated ce Forms

Total ABC: PhP159,480.48

ITEM NO.	QTY	Unit Cost	ABC (per line item)	TOTAL ABC (P)		AMOUNT	REMARKS
				(LPR)	(RFQ)		
1	107	121.00	12,947.00	12,947.00	12,947.00	-	
2	13	288.20	3,746.60	3,746.60	3,746.60	-	
3	6	381.15	2,286.90	2,286.90	2,286.90	-	
4	5	792.00	3,960.00	3,960.00	3,960.00	-	
5	49	467.78	22,920.98	22,920.98	22,920.98	45,861.48	
6	444	115.50	51,282.00	51,282.00	51,282.00	-	
7	10	346.50	3,465.00	3,465.00	3,465.00	-	
8	160	77.00	12,320.00	12,320.00	12,320.00	-	
9	430	64.90	27,907.00	27,907.00	27,907.00	-	
10	10	313.50	3,135.00	3,135.00	3,135.00	-	
11	10	462.00	4,620.00	4,620.00	4,620.00	-	
12	180	60.50	10,890.00	10,890.00	10,890.00	113,619.00	
TOTAL:				159,480.48	159,480.48	159,480.48	

159,480.48