



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 August 2023**
Project Title : **Supply and Delivery of Consolidated Commonly Use Supplies (2nd & 3rd Quarter, 2023)**
Reference No. : **2023-07-199**
Total ABC : **PhP 535,105.46**
Submission Deadline : **15 August 2023 / 05:00 PM**
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 PNOB 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 Returns
- 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 PNOB 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

**Supply and Delivery of Consolidated Commonly Use Supplies
(2nd & 3rd Quarter, 2023)**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
2	pcs	Ballpen, Black (ABC: Php5,808.00)	352			
3	pcs	Ballpen, Blue (ABC: Php1,567.50)	95			
4	pcs	Ballpen, Red (ABC: Php660.00)	40			
5	pack	Battery, Dry Cell AA, 2 pieces per blister pack (ABC: Php7,798.33)	186			
6	pack	Battery, Dry Cell AAA, 2 pieces per blister pack (ABC: Php4,851.000)	147			
7	pcs	Binder Ring, Plastic, 3/4 x 80 rings, 19mm (ABC: Php1,540.00)	70			
8	pcs	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: Php858.00)	6			
9	box	Carbon Film, size 210mm x 297mm (ABC: Php486.20)	2			
10	pcs	Clearbook, 20 transparent pockets for A4 size (ABC: Php866.25)	18			
11	pcs	Clearbook, 20 transparent pockets for legal size (ABC: Php879.83)	18			
14	box	Clip, Backfold, 32mm, 12 pieces per box (ABC: Php2,479.40)	98			
16	box	Computer Continuous forms, 1 ply, 280 x 241mm (11" x 9-1/2") (ABC: Php3,434.13)	4			
17	box	Computer Continuous forms, 2 ply, 280 x 241mm (11" x 9-1/2"), carbonless (ABC: Php11,440.00)	8			
18	btl	Correction fluid, water based (ABC: Php99.00)	6			
19	pcs	Correction tape, 8 meter (min), 1 pc in individual plastic (ABC: Php5,348.20)	187			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
20	roll	Correction tape, Olympia Supertype 330 (ABC: Php755.04)	4			
21	roll	Correction tape, Olympia Carrera Deluxe MD (ABC: Php594.00)	3			
22	tube	Cutter blade, heavy duty cutter, 10 pieces per tube (ABC: Php165.00)	5			
23	pcs	DVD rewritable, 4x speed, 4.7GB capacity (ABC: Php1,672.00)	38			
24	box	Envelope, documentary, for A4 size document, 500 pieces per box (ABC: Php880.00)	1			
25	box	Envelope, expanding, kraftboard, for legal size documents, 100 pcs/box (ABC: Php2,860.00)	2			
26	pcs	Envelope, expanding, clear, plastic (ABC: Php808.50)	21			
27	pcs	Eraser, plastic or rubber (ABC: Php313.50)	19			
28	set	File tab divider, bristol board, A4 five (5) colors per set (ABC: Php4,226.20)	226			
29	set	File tab divider, bristol board, legal five (5) colors per set (ABC: Php999.65)	50			
30	pcs	Folder, Archfile, 3 x 10 x 15 (ABC: Php4,285.05)	30			
31	pcs	Folder, Archfile, A4 (ABC: Php1,881.00)	19			
32	pcs	Folder, Archfile, Legal (ABC: Php1,881.00)	19			
33	pcs	Folder, EDP (Continuous form folder), 11 x 9-1/2 (ABC: Php654.50)	7			
35	pcs	Folder, with transparent/clear plastic front cover, A4 (ABC: Php123.20)	16			
36	box	Folder, heavy duty, pressboard, size 240mm x 370mm, 100 pcs/box (ABC: Php42,901.65)	18			
37	pack	Folder, tagboard, A4, 100 pcs per pack (ABC: Php4,658.80)	5			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
38	pack	Folder, tagboard, legal size, 100 pcs per pack (ABC: Php968.00)	2			
39	pcs	Gel ink pen, Black 0.3 (ABC: Php1,485.00)	54			
40	jar	Glue, all purpose, 200 grams min. (ABC: Php2,202.20)	28			
41	box	Index tab, self adhesive, transparent white (ABC: Php3,049.20)	35			
42	box	Ink, Yokatta DX-6 electronic time recorder, ribbon (ABC: Php1,100.00)	1			
43	pcs	Magazine file box, large (ABC: Php2,554.20)	27			
44	pcs	Marker, permanent, bullet type, black (ABC: Php726.00)	55			
47	pcs	Marker, whiteboard, bullet type, black (ABC: Php1,098.90)	37			
48	pcs	Marker, whiteboard, bullet type, blue (ABC: Php920.70)	31			
49	pcs	Marker, whiteboard, bullet type, red (ABC: Php712.80)	24			
50	pcs	Notebook, stenographer's, 40 leaves (ABC: Php1,749.00)	53			
51	pad	Note pad, Post-it, 1.5 x 2 (ABC: Php2,129.60)	80			
52	pad	Note pad, Post-it, 3 x 5 (ABC: Php4,473.98)	51			
53	pad	Note pad, Post-it, 4 x 6 (ABC: Php10,672.20)	63			
54	pad	Note pad, stick-on, 50mm x 76mm (2"x 3"), 100 sheets per pad (ABC: Php1,078.00)	49			
55	pad	Note pad, stick-on, 76mm x 100mm (3"x 4"), 100 sheets per pad (ABC: Php1,188.00)	36			
56	pad	Note pad, stick-on, 76mm x 76mm (3"x 3"), 100 sheets per pad (ABC: Php1,158.30)	39			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
57	box	Paper clip, gem type, 32mm, 100 pieces per box (regular) (ABC: Php1,633.50)	135			
58	box	Paper clip, gem type, 48mm, 100 pieces per box (jumbo) (ABC: Php1,718.20)	71			
59	pack	Paper sticker, matte, A4, 10's (ABC: Php2,541.00)	66			
60	pcs	Paper highlighter, blue (ABC: Php861.30)	27			
61	pcs	Paper highlighter, pink (ABC: Php574.20)	18			
62	pcs	Paper highlighter, yellow (ABC: Php1,276.00)	40			
63	ream	Paper, multi-purpose (copy) A4, 70 gsm (ABC: Php246,286.70)	1,237			
64	ream	Paper, multi-purpose (copy) legal, 70 gsm (ABC: Php27,670.50)	129			
65	ream	Paper, newsprint, white, A4 size (ABC: Php3,080.00)	20			
66	roll	Paper, Plotter, AO paper, 80 gsm (ABC: Php2,695.00)	1			
67	pack	Paper, Photo, glossy, A4, 10's (ABC: Php1,320.00)	24			
68	pack	Paper, Specialty board, plain, white, 10's, A4 (ABC: Php726.00)	22			
69	jar	Paste, white, 7 oz. (ABC: Php346.50)	7			
70	box	Pencil #1, 12's (ABC: Php319.44)	4			
71	box	Pencil #2, 12's (ABC: Php79.86)	1			
72	box	Pencil, lead with eraser, 1 dozen/box (ABC: Php295.68)	4			
73	box	Plastic, paper fastener, assorted colors (ABC: Php2,591.60)	76			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
74	bdl	Rag, all cotton, 32 pieces per kilo per bundle (ABC: Php2,557.50)	31			
75	book	Record book, 200 pages (ABC: Php907.50)	15			
76	book	Record book, 300 pages size: 214mm x 278mm min (ABC: Php2,823.85)	33			
77	book	Record book, 500 pages size: 214mm x 278mm min (ABC: Php4,961.00)	41			
78	roll	Ribbon, Olympia Compact 5DM (ABC: Php1,980.00)	4			
79	roll	Ribbon, Olympia Splendid F737, BKSC (ABC: Php1,452.00)	4			
80	roll	Ribbon, Olympia Supertype 330, Film (ABC: Php1,911.80)	2			
81	bdl	Ring Binder, 80 rings, plastic 32mm x 1.12m, 10 pcs. per bundle (ABC: Php8,536.00)	16			
82	box	Rubber band, 70mm min lay flat length (#18) (ABC: Php1,386.00)	9			
83	pack	Rubber strips, for Carl DC210 cutter, 2 pcs/pack (ABC: Php1,760.00)	2			
84	box	Self adhesive label, 1 x 4 (ABC: Php1,188.00)	18			
85	box	Self adhesive label, 1 x 6 (ABC: Php1,122.00)	17			
86	box	Self adhesive label, 1-7/7" x 4" (1x4) (ABC: Php207.90)	1			
87	pack	Sign here flags (ABC: Php10,439.00)	65			
88	pcs	Sign pen, black, liquidgel ink, 0.5mm, needle tip (ABC: Php4,928.00)	128			
89	pcs	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: Php3,041.50)	79			
90	pcs	Sign pen, red, liquidgel ink, 0.5mm, needle tip (ABC: Php1,655.50)	43			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
91	pcs	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: Php1,463.00)	38			
92	btl	Stamp pad ink, violet 50ml (ABC: Php360.80)	8			
93	pcs	Stamp pad (ABC: Php594.00)	12			
94	box	Staple wire, for heavy duty staplers, 23/13 (ABC: Php462.00)	12			
95	box	Staple wire, standard 26/6 (ABC: Php2,244.00)	68			
96	box	Staple wire, for heavy duty staplers, 23/8 (ABC: Php326.70)	9			
97	pcs	Tape, double sided, tissue type 20mm (ABC: Php594.00)	18			
98	roll	Tape, masking, 24mm, 50 meters length (ABC: Php1,158.30)	27			
99	roll	Tape, masking, 48mm, 50 meters length (ABC: Php3,174.60)	37			
100	roll	Tape, packaging, 48mm, 50 meters length (ABC: Php1,056.00)	32			
101	roll	Tape, transparent, 18mm x 25m (small) (ABC: Php607.20)	69			
102	roll	Tape, transparent, 24mm, 50 meters (ABC: Php1,597.35)	76			
103	roll	Tape, transparent, 48mm, 50 meters (ABC: Php2,869.97)	86			
104	bdl	Time Card for Yokatta D-6 bundy clock (ABC: Php187.00)	1			
105	roll	Twine, plastic, one kilo per roll (ABC: Php786.50)	11			
106	pcs	Binder arch file, 3" thick, 2 holes, A4, horizontal (ABC: Php2,805.00)	15			
107	btl	Stamp pad ink, green, 50ml (ABC: Php180.40)	4			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
108	pcs	Certificate holder, legal size (ABC: Php4,125.00)	50			
109	pcs	Folder, pressboard, letter (ABC: Php566.50)	20			
110	pcs	Binder, ring plastic, 1" x 80 rings (ABC: Php1,287.00)	30			
111	pcs	Binder, ring plastic, 1-1/2" x 80 rings (ABC: Php1,056.00)	20			
112	ream	Paper, bond, 80 gsm, letter size (ABC: Php6,600.00)	25			
113	ream	Paper, copy, A3, 80 gsm (ABC: Php976.80)	2			
115	pcs	Plastic zip envelope, 6.5" x 9" (ABC: Php113.30)	5			
TOTAL AMOUNT OF ABC: PHP535,105.46						
Delivery Schedule:		Within Forty-Five (45) Calendar Days upon receipt of Purchase Order (PO)				
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 : _____

Organization Address : _____
Tel No. / E-mail Address : _____