



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 : **June 6, 2022**
Project Title : **Supply and Delivery of Various Self-Inking Stamps, Vertical Filing Cabinet with Safe and Printing Calculator**
Reference No. : **2022-06-112**
Total ABC : **PhP52,000.00**
Submission Deadline: **June 14, 2022; 5:00P.M.**

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 armponce@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
- Omnibus Sworn Statement - "Annex A" (Unnotarized copy may be submitted prior to submission deadline, but notarized one shall be submitted after award or before payment)
- Product Brochure

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

Supply and Delivery of Various Self-Inking Stamps, Vertical Filing Cabinet with Safe and Printing Calculator

Item No.	UOM	Technical Specifications	Qty	Offered Brand	Unit Price (₱)	Total Amount (₱)
1	pcs	<p>Self-Inking Stamp with Dater (Square)</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Text Plate Size: 60 x 40 mm - Date Size: 4 mm - Year 2022-2034 - Text and Color: <ol style="list-style-type: none"> 1. Two (2) Pieces Received - Violet 2. Paid - Black 3. Obsolete Copy – Red 4. Master Copy – Green 5. Controlled Copy – Violet 6. External Document – Violet 7. Confidential Document – Violet 8. Certified True Copy of the Original – Violet <p>*SEE ATTACHED STAMPS LAYOUT FOR REFERENCE</p> <p>ABC: PhP27,000.00</p>	9			
2	pc	<p>Self-Inking Stamp with Dater (Round)</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Text Plate Size: Circumference: 25 mm - Date Size: 2.8 mm - Year: 2022-2034 - With Protective Cap - Text and Color: Inspected – Green <p>*SEE ATTACHED STAMP LAYOUT FOR REFERENCE</p> <p>ABC: PhP2,000.00</p>	1			
3	unit	<p>Vertical Filing Cabinet with Safe/Vault</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Dimension: 52”H x 18 1/2 “W x 22” D - Finish: Enamel - Material: Steel - Thickness: 0.7 mm - Four (4) Drawers with Lock 	1			

		<ul style="list-style-type: none"> - One (1) Safe Compartment with Dial Combination Lock with Outer Door with Lock - One (1) Steel Divider per Filing Drawer - Full Extension Ball Bearing Drawer Slides - Built-in Cardholders - Built-in Handles - Three (3) to Four (4) Hours Fire Resistant for the Safe Compartment <p>ABC: PhP15,000.00</p>				
4	pc	<p>Battery-Operated Printing Calculator</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Twelve (12) Digit, One (1)-Line Extra Large LCD Display with Eye-Angled Viewing - Desktop-Size Body with Large Non-Stick Plastic Keys - Prints Two (2) Lines per Second in Two (2) Different Colors - Percentage and Cost/Sell/Profit Margin Calculation - Mark-up/Mark-down Keys - Sign Change, Item Total, and Grand Total Functions - Tax and Currency Conversion - Four (4)- Key Memory Functionality - Key Rollover - Powered by AC Adopter or Four (4) pc AA Batteries - Inclusion: Five (5) pcs Compatible Paper Refill/Roll and Five (5) pcs Compatible Ink Refill <p>ABC: PhP8,000.00</p>	1			
Area of Delivery		PNOOC Building VI, Energy Center Rizal Drive, BGC, Taguig City				
Schedule of Delivery		Thirty (30) Working Days				

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 : _____