



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 : **31 March 2025**
Project Title : **Supply and Delivery of Janitorial Supplies**
Reference No. : **2025-03-076**
Total ABC : **PhP 173,400.00** \\
Submission Deadline : **15 April 2025 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

**Electronic Mail; Portable Document Format (PDF) copy to email
or address: newprocurement@pnoc.com.ph**

**Physical Submission Sealed envelope to PNOC Procurement
Management Division at the above address**

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- 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)

Additional Requirements:

- Product Data Sheet/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.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / gsmendoza@pnoc.com.ph.

Thank you.


ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Supply and Delivery of Various Mechanical
and Painting Consumables**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
2	gal	Liquid Air Freshener <input checked="" type="checkbox"/> Liquid type <input checked="" type="checkbox"/> Clean and refreshing scent <input checked="" type="checkbox"/> Scent: assorted <input checked="" type="checkbox"/> Water based formula (ABC: 18,000.00)	12		
3	gal	Complete Wax (Floor Wax) <input checked="" type="checkbox"/> Floor wax polish <input checked="" type="checkbox"/> Safe to use in floors and other surfaces (ABC: 3,300.00)	3		
5	pack	Deodorant Cake <input checked="" type="checkbox"/> 12 pieces per pack <input checked="" type="checkbox"/> Size: 50g (min.) <input checked="" type="checkbox"/> Scent: assorted (ABC: 20,000.00)	50		
6	can	Disinfectant Spray <input checked="" type="checkbox"/> Aerosol type <input checked="" type="checkbox"/> Net Content: 400g (min.) <input checked="" type="checkbox"/> Active ingredients should be indicated on the label <input checked="" type="checkbox"/> FDA approved (ABC: 7,500.00)	15		
7	pack	Flannel Cloth <input checked="" type="checkbox"/> Color: Yellow <input checked="" type="checkbox"/> Size: 10 x 10 inches (min.) <input checked="" type="checkbox"/> 5 pieces per pack (min.) (ABC: 5,400.00)	20		
8	gal	Hand Soap <input checked="" type="checkbox"/> Color: Green, Yellow or Red <input checked="" type="checkbox"/> Scented <input checked="" type="checkbox"/> Anti-Bacterial (ABC: 10,500.00)	15		
9	can	Metal Polish <input checked="" type="checkbox"/> Net Content: 150g (min.) <input checked="" type="checkbox"/> Works to any kind of metal <input checked="" type="checkbox"/> Metal protectant (ABC: 900.00)	3		
10	pcs	Polishing Brush <input checked="" type="checkbox"/> Size: 16 inches <input checked="" type="checkbox"/> Material: nylon (ABC: 1,400.00)	2		
11	pcs	Polishing Pad <input checked="" type="checkbox"/> Size: 16 inches <input checked="" type="checkbox"/> Color: white <input checked="" type="checkbox"/> For floor polishing (ABC: 2,800.00)	4		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
12	pcs	Scrubbing Pad <input checked="" type="checkbox"/> Size: 16 inches <input checked="" type="checkbox"/> Color: Black <input checked="" type="checkbox"/> For floor scrubbing (ABC: 2,800.00)	4		
13	kilo	Powder Detergent <input checked="" type="checkbox"/> Net weight: 1 kg. (ABC: 12,000.00)	80		
14	pack	Plastic Trash Bag <input checked="" type="checkbox"/> Size: XXL <input checked="" type="checkbox"/> Color: Black <input checked="" type="checkbox"/> 100 pieces per pack (ABC: 7,800.00)	12		
15	pack	Plastic Trash Bag <input checked="" type="checkbox"/> Size: XL <input checked="" type="checkbox"/> Color: Black <input checked="" type="checkbox"/> 100 pieces per pack (ABC: 4,500.00)	9		
16	pcs	Scrub Pad with Foam <input checked="" type="checkbox"/> Size: 3 x 3 inches (min.) (ABC: 6,000.00)	150		
17	gal	Shine Solution <input checked="" type="checkbox"/> Fragrance Free <input checked="" type="checkbox"/> Can be used for various furnitures (ABC: 7,200.00)	3		
18	gal	Carpet Shampoo <input checked="" type="checkbox"/> Eco friendly formula <input checked="" type="checkbox"/> Can be used for carpet, upholstery, sofa, etc. (ABC: 3,500.00)	10		
19	pcs	Steel Wool <input checked="" type="checkbox"/> Hand size <input checked="" type="checkbox"/> Multipurpose (ABC: 4,500.00)	30		
20	gal	Chemical Stain Remover <input checked="" type="checkbox"/> Can remove stain on flooring, tiles and other surfaces (ABC: 3,000.00)	6		
21	gal	Marble Floor Crystallizer <input checked="" type="checkbox"/> Slip resistant <input checked="" type="checkbox"/> Stain resistant <input checked="" type="checkbox"/> Can be used on floors (granite, marble, etc.) (ABC: 4,600.00)	1		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
22	gal	Bleach <input checked="" type="checkbox"/> Anti-bacteria <input checked="" type="checkbox"/> Anti-viruses (ABC: 6,000.00)	30		
23	gal	Toilet Bowl Cleaner <input checked="" type="checkbox"/> Color: clear or blue <input checked="" type="checkbox"/> Fully miscible in water <input checked="" type="checkbox"/> Not chlorine based (ABC: 1,200.00)	4		
24	gal	Liquid Soap <input checked="" type="checkbox"/> Scented <input checked="" type="checkbox"/> All purpose (ABC: 15,000.00)	15		
25	can	Insect Spray <input checked="" type="checkbox"/> Aerosol type <input checked="" type="checkbox"/> Water based <input checked="" type="checkbox"/> Multi-insect killer - 300ml (min.) (ABC: 10,500.00)	35		
26	gal	Alcohol <input checked="" type="checkbox"/> 70% Ethanol <input checked="" type="checkbox"/> Colorless clear liquid (ABC: 15,000.00)	30		
Total amount of ABC: PhP 173,400.00					
Total amount of Bid: PhP					
Delivery Schedule:	Within Thirty (30) Calendar Days upon receipt of Purchase Order (PO)				
Delivery Place:	PNOC-Main Office, BGC, Taguig City				
Pricing:	Quoted price should be VAT inclusive				
Awarding:	Per line item basis				

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.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

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.

We acknowledge that the proposal/quotation submitted late will result in automatic disqualification.

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/Mobile No. : _____
Email Address : _____
TIN : _____
PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single portable document (PDF) format via email address newprocurement@pnoc.com.ph

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_.pdf
Example: RFQ202401001_XYZCompany_.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders as requested.
5. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
6. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.