



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 : **15 April 2025**
Project Title : **Supply and Delivery of Cleaning Equipment and Supplies**
Reference No. : **2025-04-088**
Total ABC : **PhP 247,400.00**
Submission Deadline : **28 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 Requirement/s:

- Product Brochure/s

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 Cleaning Equipment and Supplies**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
2	unit	MOTOR POLISHER Technical Specifications: <input checked="" type="checkbox"/> Heavy Duty <input checked="" type="checkbox"/> Low Speed <input checked="" type="checkbox"/> Motor: 1Hp <input checked="" type="checkbox"/> With 16 inches black scrubbing pad <input checked="" type="checkbox"/> With 16 inches white foam pad <input checked="" type="checkbox"/> With 16 inches nylon polishing brush (ABC: PhP120,000.00)	2		
3	unit	VACUUM Technical Specifications: <input checked="" type="checkbox"/> Heavy Duty <input checked="" type="checkbox"/> Type: Wet and Dry <input checked="" type="checkbox"/> Dust Capacity: 30L <input checked="" type="checkbox"/> Power: 1300W – 1500W <input checked="" type="checkbox"/> Vacuum Pressure: 16 – 18kpa (ABC: PhP16,000.00)	2		
4	roll	GARDEN HOSE Technical Specifications: <input checked="" type="checkbox"/> Heavy Duty – Braided <input checked="" type="checkbox"/> Size: 5/8 Standard <input checked="" type="checkbox"/> Length: 90 meters (ABC: PhP8,000.00)	2		
5	unit	GRASS SHEARS / SCISSORS Technical Specifications: <input checked="" type="checkbox"/> Material: Steel <input checked="" type="checkbox"/> Total length: 70 – 80 cm <input checked="" type="checkbox"/> Blade length: 25 – 30 cm (ABC: PhP1,900.00)	2		
6	unit	GRASS CUTTING MACHINE Technical Specifications: <input checked="" type="checkbox"/> Engine: 4 stroke, single cylinder <input checked="" type="checkbox"/> Fuel Type: Gasoline <input checked="" type="checkbox"/> Fuel Capacity: 1 – 2L <input checked="" type="checkbox"/> With blade and wire/nylon adapter (ABC: PhP7,000.00)	1		
7	unit	PRESSURE WASHER Technical Specifications: <input checked="" type="checkbox"/> Rated Voltage: 220V – 230V <input checked="" type="checkbox"/> Rated Power: 1500W Minimum <input checked="" type="checkbox"/> Rated Pressure: 100 Bar Minimum (ABC: PhP9,000.00)	1		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
8	unit	PUSH CART Technical Specifications: <input checked="" type="checkbox"/> Heavy Duty <input checked="" type="checkbox"/> Steel Platform <input checked="" type="checkbox"/> Loading Capacity: 300kg (ABC: PhP15,000.00)	1		
9	unit	CARPET EXTRACTOR Technical Specifications: <input checked="" type="checkbox"/> Rated Voltage: 220V – 230V <input checked="" type="checkbox"/> Rated Power: 1000W Minimum (ABC: PhP25,500.00)	1		
10	set	GARDEN TOOLS Technical Specifications: <input checked="" type="checkbox"/> Material: Polyester + PVC <input checked="" type="checkbox"/> Inclusion: 3 prong rake, 2 shovel, shears and spray gun (ABC: PhP2,600.00)	2		
11	unit	CARPET BLOWER Technical Specifications: <input checked="" type="checkbox"/> Rated Voltage: 220V – 240V <input checked="" type="checkbox"/> Rated Power: 900W Minimum (ABC: PhP16,000.00)	1		
12	unit	WET CAUTION SIGNAGES Technical Specifications: <input checked="" type="checkbox"/> Color: Yellow <input checked="" type="checkbox"/> Folding Design <input checked="" type="checkbox"/> Material: Plastic (ABC: PhP1,000.00)	2		
13	unit	TRASH BIN Technical Specifications: <input checked="" type="checkbox"/> Heavy Duty <input checked="" type="checkbox"/> Capacity: 100 Liters (ABC: PhP8,000.00)	2		
14	unit	GARDEN BOLO / JUNGLE BOLO Technical Specifications: <input checked="" type="checkbox"/> Heavy Duty <input checked="" type="checkbox"/> Material: Steel (ABC: PhP2,400.00)	3		
15	unit	HEDGE TRIMMER MACHINE Technical Specifications: <input checked="" type="checkbox"/> Engine: 2 stroke air – cooled <input checked="" type="checkbox"/> Blade Type: Double Blade <input checked="" type="checkbox"/> Fuel Capacity: 600ml Minimum <input checked="" type="checkbox"/> Saw Blade Length: 500mm Minimum (ABC: PhP15,000.00)	3		

Total amount of ABC: PhP 247,400.00	
Total amount of Bid:	
Delivery Schedule:	Within Thirty (30) Calendar Days upon receipt of Purchase Order
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 proposal/quotation submitted late or beyond deadline 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 file 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.