



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 : **19 May 2025**
Project Title : **Supply and Delivery of Consolidated Common-Use Supplies (Apr-June 2025)**
Reference No. : **2025-04-095**
Total ABC : **Php 273,907.61**
Submission Deadline : **27 May 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; or **Portable Document Format (PDF) copy to email address: newprocurement@pnoc.com.ph**
Physical **Sealed envelope to PNOC Procurement**
Submission **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)
- Price Quotation / Proposal and Compliance Form

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 / crgervacio@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 Consolidated Commonly Use Supplies
(Apr-June 2025)

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST (P)	TOTAL AMOUNT (P)
1	btI	Alcohol, 68%-70%, ethyl, 500ml (ABC: PhP 4,643.76)	48		
2	pc	Ballpen, Black (ABC: PhP 1,567.50)	95		
3	pc	Ballpen, Blue (ABC: PhP 759.00)	46		
4	pc	Ballpen, Red (ABC: PhP 412.50)	25		
5	pack	Battery, Dry Cell AA, 2 pieces per blister pack (ABC: PhP 1,048.16)	25		
6	pack	Battery, Dry Cell AAA, 2 pieces per blister pack (ABC: PhP 1,617.00)	49		
7	pcs	Battery, LR 41 (ABC: PhP 66.00)	2		
8	pc	Battery, LR 44 (ABC: PhP 33.00)	1		
9	pc	Binder, Ring, plastic, 3/4" x 80 rings, 19mm (ABC: PhP 220.00)	10		
10	pc	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: PhP 1,430.00)	10		
11	pc	Binder, Arch file, 3" thick, 2 holes, A4 vertical (ABC: PhP 2,161.50)	15		
12	pc	Carbon Film, size 210mm x 297mm, Blue (ABC: PhP 1,130.27)	4		
17	box	Clip, backfold, 32mm, 12 pieces per box (ABC: PhP 981.55)	33		
20	Box	Computer continuous forms, 2 ply, 280 x 241mm (11" x 9-1/2"), carbonless (ABC: PhP 5,453.45)	3		
22	Roll	Correction tape for Olympia Carrera Deluxe MD (ABC: PhP 1,386.00)	7		
24	Pc	DVD rewritable, 4x speed, 4.7GB capacity (ABC: PhP 2,156.00)	49		
27	box	Envelope, expanding, kraftboard, for legal size documents, 100 pcs. per box (ABC: PhP 1,512.37)	1		

28	box	Envelope, mailing, 500 pieces per box, 80 gsm (ABC: PhP 2,200.00)	2		
29	set	File tab divider, bristol board, A4, five (5) colors/set (ABC: PhP 1,842.50)	67		
30	set	File tab divider, bristol board, Legal size, five (5) colors/set (ABC: 356.40)	12		
31	Pc	Folder, Archfile, A4 (ABC: PhP 1,485.00)	15		
32	pc	Folder, Archfile, Legal (ABC: PhP 495.00)	5		
33	Pc	Folder, EDP (continuous form folder), 11 x 9-1/2 (ABC: PhP 990.00)	10		
35	bundle	Folder, Fancy, Legal, 50 pcs/bundle, with slide (ABC: PhP 2,970.00)	3		
36	Pc	Folder, Morocco, A4, color specialty blue (ABC: PhP 1,760.00)	100		
37	Pc	Folder, plastic with transparent/clear plastic front cover, A4 (ABC: PhP 88.00)	5		
38	Box	Folder, heavy duty pressboard, size 240mm x 370mm, 100s/box (ABC: PhP 21,450.83)	9		
41	pc	Gel ink pen, black 0.3 (ABC: PhP 363.00)	12		
42	Jar	Glue, all purpose, 200 grams min. (ABC: PhP 1,179.75)	15		
43	Ream	Laminating film, 125 microns (ABC: PhP 704.00)	1		
44	Pcs	Magazine File Box, large (ABC: PhP 1,116.54)	8		
45	Pcs	Marker, permanent, bullet type, black (ABC: PhP 274.56)	16		
46	Pcs	Marker, permanent, bullet type, blue (ABC: PhP 274.56)	16		
47	Pcs	Marker, permanent, bullet type, red (ABC: PhP 205.92)	12		
48	Pcs	Marker, whiteboard, bullet type, black (ABC: PhP 772.20)	26		
49	Pcs	Marker, whiteboard, bullet type, blue (ABC: PhP 891.00)	30		
50	Pcs	Marker, whiteboard, bullet type, red (ABC: PhP 504.90)	17		
52	pad	Note pad, Post-it, 1.5 x 2 (ABC: PhP 958.32)	36		

53	pad	Note pad, Post-it, 3 x 5 (ABC: PhP 1,221.00)	37		
54	pad	Note pad, Post-it, 4 x 6 (ABC: PhP 3,960.00)	30		
55	pad	Note Pad, stick-on, 50mm x 76mm (2"x3"), 100 sheets per pad (ABC: PhP 1,155.00)	30		
56	pad	Note Pad, stick-on, 76mm x 100mm (3"x4"), 100 sheets per pad (ABC: PhP 1,056.00)	32		
57	pad	Note Pad, stick-on, 76mm x 76mm (3"x3"), 100 sheets per pad (ABC: PhP 801.90)	27		
60	pack	Paper sticker, matte, A4, 10's (ABC: PhP 1,078.00)	28		
61	Pcs	Paper, Highlighter, Blue (ABC: PhP 95.70)	3		
62	Pcs	Paper, Highlighter, Green (ABC: PhP 127.60)	4		
63	Pcs	Paper, Highlighter, Orange (ABC: PhP 287.10)	9		
64	Pcs	Paper, Highlighter, Pink (ABC: PhP 223.30)	7		
65	Pcs	Paper, Highlighter, Yellow (ABC: PhP 542.30)	17		
66	ream	Paper, Multi-purpose (copy) A4, 70 gsm, ultra white (ABC: PhP 139,569.10)	701		
67	ream	Paper, Multi-purpose (copy) Legal, 70 gsm, ultra white (ABC: PhP 3,715.71)	16		
68	ream	Paper, Multi-purpose (copy) A3, 70 gsm (ABC: PhP 5,808.00)	12		
69	ream	Paper, Newsprint, white, legal (ABC: PhP 2,310.00)	15		
70	pack	Paper, Photo, glossy, A4, 10's (ABC: PhP 1,815.00)	30		
71	pack	Paper, Specialty board, plain, white, 10's, A4 size (ABC: PhP 1,320.00)	40		
72	jar	Paste, White 7 oz. (ABC: PhP 49.50)	1		
73	box	Pencil #1, 12's (ABC: PhP 479.16)	6		
75	box	Plastic Paper Fastener, assorted colors (ABC: PhP 1,023.00)	15		
77	book	Record book, 150 pages (ABC: PhP 660.00)	8		

76	book	Record book, 200 pages (ABC: PhP 484.00)	8		
79	book	Record book, 300 pages, size:214mm x 278mm min (ABC: PhP 1,625.85)	19		
80	book	Record book, 500 pages, size:214mm x 278mm min (ABC: PhP 3,887.40)	31		
81	bx	Ribbon for Olympia Carrera Deluxe MD (ABC: PhP 3,520.00)	4		
82	bundle	Ring Binder, 80 rings, plastic 32mm x 1.12m 10pcs per bundle (ABC: PhP 533.50)	1		
84	bx	Self-adhesive label, 1 x 4 (ABC: PhP 297.00)	3		
85	bx	Self-adhesive label, 1 x 6 (ABC: PhP 297.00)	3		
86	pk	Sign here flags (ABC: PhP 4,664.00)	53		
87	pc	Sign pen, black, liquidgel ink, 0.5mm, needle tip (ABC: PhP 3,157.00)	82		
88	pc	Sign pen, blue, liquidgel ink, 0.5mm, needle tip (ABC: PhP 2,964.50)	77		
89	pc	Sign pen, red, liquidgel ink, 0.5mm, needle tip (ABC: PhP 1,001.00)	26		
90	pc	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: PhP 462.00)	12		
91	btl	Stamp Pad ink, violet, 50ml (ABC: PhP 180.40)	4		
92	pc	Stamp Pad (ABC: PhP 445.50)	9		
93	box	Staple wire, for heavy duty staplers, 23/13 (ABC: PhP 115.50)	3		
95	box	Staple Wire, for heavy duty staplers, 23/8 (ABC: PhP 72.60)	2		
96	pc	Tape, double sided, tissue type 20mm (ABC: PhP 330.00)	10		
97	roll	Tape, masking, 24mm, 50 meters length (ABC: PhP 1,089.09)	16		
100	roll	Tape, transparent, 18mm x 25m (small) (ABC: PhP 316.80)	36		

101	roll	Tape, transparent, 24mm, 50 meters (ABC: PhP 1,176.99)	56		
103	roll	Twine plastic, one kilo per roll (ABC: PhP 88.00)	1		
104	roll	VHP paper tape receipt, 2 1/4 (ABC: PhP 440.00)	10		
105	box	Push pins (ABC: PhP 132.00)	3		
106	pc	Paper, Highlighter, Yellow Green (ABC: PhP 159.50)	5		
107	pc	Clipboard, A4 with cover (ABC: PhP 1,320.00)	10		
108	pc	Battery, 9V, Alkaline (ABC: PhP 689.70)	3		
109	roll	Plastic Wrap, stretch film, 10" x500 meters (ABC: PhP 1,100.00)	2		
110	roll	Lamintating film, 200 microns (ABC: PhP 935.00)	1		
Total items: 87					
Total amount of ABC: PhP 273,907.61					
Delivery period	Within thirty (30) calendar days from receipt of Purchase Order.				
Delivery place	PNOC Bldg. 6, Main Office, BGC, Taguig City.				
	Quoted price should be inclusive of VAT and all applicable taxes.				
	Awarding on per item basis/one (1) item.				

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 failure to password-protect/seal our proposal/quotation or submitting it 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 portable document format (PDF) file 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 upon request.
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.