



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	:	29 September 2025
Project Title	:	Supply and Delivery of Various Janitorial Supplies (2nd Semester)
Reference No.	:	2025-09-178
Total ABC	:	PhP 212,597.00
Submission Deadline	:	07 October 2025 / 09:00 AM
Place of Delivery	:	PNOC-Main Office, BGC, Taguig City

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

Electronic Mail **Portable Document Format (PDF) copy to email**

address: newprocurement@pnoc.com.ph

or

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 (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

Additional Requirement:

- Product Data Sheet/Brochure (for items no. 15, 16, 19-21, 25, 27-37, and 40-46.)

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 / ergenoso@pnoc.com.ph.

Thank you.

Antoinette Bumag
f. **ATTY. JOSEPHINE CASSANDRA J. CUI**
Chairperson *for* *APB*
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Various Janitorial Supplies (2nd Semester)

ITEM NO.	UM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE	TOTAL AMOUNT (₱)
1	pcs	Soft Broom (Walis Tambo) <ul style="list-style-type: none"> Handle: Wood - smooth finish or plastic coated Broom Material: Tiger grass (Tambo) Must be suitable for hanging ABC: Php4,540.00	15		
2	pcs	Stick Broom (Walis Ting-ting) <ul style="list-style-type: none"> Made of matured coconut midribs Grip Material: Braided yantok or nylon Rib Count: Atleast 350pieces ABC: Php3,440.00	80		
3	pcs	Ceiling Broom <ul style="list-style-type: none"> Handle Length: 120cm min. Bristle Material: Synthetic Fiber or Tiger Grass (Tambo) ABC: Php650.00	5		
4	pcs	Dust Pan <ul style="list-style-type: none"> Made of rigid non-breakable plastic Detachable handle Color: Assorted ABC: Php350.00	4		
5	pcs	Mop Head <ul style="list-style-type: none"> Heavy Duty Material: Cotton For commercial or household use ABC: Php1,420.00	10		
6	pcs	Mop Handle <ul style="list-style-type: none"> Material: Wood or Aluminum Length: 4 Feet Min. ABC: Php3,700.00	10		
7	pcs	Plastic Spray Gun <ul style="list-style-type: none"> Material: Plastic Bottle: Clear 	10		

		<ul style="list-style-type: none"> • Color: Assorted <p>ABC: Php580.00</p>			
8	pcs	<p>Putty Knife</p> <ul style="list-style-type: none"> • Handle Material: Plastic or wood • Blade Material: Steel <p>ABC: Php430.00</p>	4		
9	pcs	<p>Polisher Pad Holder</p> <ul style="list-style-type: none"> • Size: 16" <p>ABC: Php1,000.00</p>	2		
10	pcs	<p>Push Brush</p> <ul style="list-style-type: none"> • Material: Wood or Plastic • Brush Head Width: 10 inches • Handle Length: 4 Feet Min. • Heavy Duty <p>ABC: Php2,000.00</p>	8		
11	pcs	<p>Toilet Plunger</p> <ul style="list-style-type: none"> • Heavy Duty • Handle Material: Wood • Plunger Material: Rubber <p>ABC: Php230.00</p>	2		
12	pcs	<p>Squeegee</p> <ul style="list-style-type: none"> • Handle Material: Plastic or Aluminum • Blade Length: 10 Inches Min. <p>ABC: Php500.00</p>	2		
13	pcs	<p>Water Bucket</p> <ul style="list-style-type: none"> • Material: Plastic • Capacity: 4 gallon Min. <p>ABC: Php640.00</p>	4		
14	pcs	<p>Dipper (Tabo)</p> <ul style="list-style-type: none"> • Material: Plastic • Size: 4 inches (depth), 6 inches (diameter) • Handle Size: 5 inches <p>ABC: Php200.00</p>	4		
15	gal	<p>Airfreshner, Liquid (Please specify the brand/model)</p> <ul style="list-style-type: none"> • Type: Liquid • Size: 1 gallon • Scent: Assorted <p>ABC: Php24,000.00</p>	15		
16	gal	Complete Wax	5		

		<p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Floor wax polish • Safe to used in floors and other surfaces <p>ABC: Php9,167.00</p>			
17	pack	<p>Deodorant Cake</p> <ul style="list-style-type: none"> • 12 pieces per pack • Size: 50g (min.) • Scent: Assorted <p>ABC: Php6,900.00</p>	100		
18	yard	<p>Flannel Cloth</p> <ul style="list-style-type: none"> • Color: Yellow • Size: 10 x 10 inches (min.) • 5 pieces per pack (min.) <p>ABC: Php6,100.00</p>	45		
19	gal	<p>Hand Soap</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Color: green, yellow or red • Scented • Anti -bacterial <p>ABC: Php17,400.00</p>	24		
20	can	<p>Metal Polish</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Net Content: 150g (min.) • Works to any kind of metal • Metal protectant <p>ABC: Php1,700.00</p>	5		
21	kg	<p>Powder Detergent</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Net weight: 1 kg <p>ABC: Php4,250.00</p>	25		
22	pack	<p>Plastic Trash Bag</p> <ul style="list-style-type: none"> • Size: XXL • Color: Black • 100pcs per pack <p>ABC: Php23,200.00</p>	24		
23	pack	<p>Plastic Trash Bag</p> <ul style="list-style-type: none"> • Size: XL • Color: Black • 100pcs per pack <p>ABC: Php11,600.00</p>	18		
24	pcs	<p>Scrub Pad with Foam</p> <ul style="list-style-type: none"> • Size: 3x3 inches (min.) 	100		

		ABC: 5,000.00			
25	gal	Carpet Shampoo (Please specify the brand/model) <ul style="list-style-type: none"> • Eco friendly formula • Can be used for carpet, upholstery, sofa, etc. ABC: Php13,250.00	15		
26	ream	Steel Wool <ul style="list-style-type: none"> • Multipurpose ABC: Php8,400.00	40		
27	gal	Bleach (Please specify the brand/model) <ul style="list-style-type: none"> • Anti-bacteria • Anti-viruses ABC: Php9,100.00	30		
28	gal	Toilet Bowl Cleaner (Please specify the brand/model) <ul style="list-style-type: none"> • Color: clear or blue • Fully miscible in water • Not chlorine based ABC: Php1,100.00	4		
29	can	Insect Spray (Please specify the brand/model) <ul style="list-style-type: none"> • Aerosol type • Water based • Multi-insect killer - 300ml (min.) ABC: Php10,300.00	30		
30	gal	Crystallizer Maintainer for Marble Floors (Please specify the brand/model) <ul style="list-style-type: none"> • Slip Resistant • Stain Resistant • Special Floor Treatment for marble and terraza floor • 5 Liters per gallon ABC: Php10,200.00	2		
31	gal	Liquid Detergent (Please specify the brand/model) <ul style="list-style-type: none"> • Suitable for machine wash • Scented ABC: Php950.00	5		
32	gal	Fabri Conditioner	5		

		<p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Suitable for machine wash • Scented <p>ABC: Php1,400.00</p>			
33	gal	<p>Dishwashing Liquid</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Grease removal • Scented <p>ABC: Php1,050.00</p>	5		
34	gal	<p>Multi-purpose Floor Cleaner</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Use for floors, tiles, kitchen counters and sinks • Scented <p>ABC: Php720.00</p>	3		
35	gal	<p>Glass Multi-purpose Cleaner</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Use for glass, mirrors and TV surfaces • Can remove dirt and dust <p>ABC: Php810.00</p>	3		
36	pack	<p>Tissue Paper</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Interfold • 100pulls/pack min. <p>ABC: Php1,400.00</p>	35		
37	pack	<p>Facial Tissue Paper</p> <p>(Please specify the brand/model)</p> <ul style="list-style-type: none"> • Facial use • 100pulls/pack min. <p>ABC: Php1,500.00</p>	20		
38	pcs	<p>Kitchen Towel</p> <ul style="list-style-type: none"> • Materials: Micro Fiber or Cotton • Size: 36cm x 26cm Min. <p>ABC: Php960.00</p>	12		
39	pc	<p>Kitchen Lighter</p> <ul style="list-style-type: none"> • Long neck • Color: Assorted <p>ABC: Php900.00</p>	6		
40	can	Dirt and Stain Remover	5		

		(Please specify the brand/model) <ul style="list-style-type: none"> • Use for all kinds of surfaces ABC: Php700.00			
41	gal	Liquid Soap/All purpose Cleaner (Please specify the brand/model) <ul style="list-style-type: none"> • Color: green, yellow or red • Scented • Anti -bacterial ABC: Php4,500.00	15		
42	can	Enhancing Polish (Please specify the brand/model) <ul style="list-style-type: none"> • Use for wood • Scented ABC: Php1,300.00	3		
43	pack	Battery (Please specify the brand/model) <ul style="list-style-type: none"> • Size: AAA • 4 pcs per pack ABC: Php2,300.00	20		
44	pack	Battery (Please specify the brand/model) <ul style="list-style-type: none"> • Size: AA • 4 pcs per pack ABC: Php2,200.00	20		
45	pcs	Chamois Cleaning Cloth/Towel (Please specify the brand/model) <ul style="list-style-type: none"> • Liquid Absorbing • Non Scratching and non-abrasive ABC: Php4,500.00	15		
46	gal	Car Shampoo (Please specify the brand/model) <ul style="list-style-type: none"> • Eco-friendly • Scent: Assorted ABC: Php6,000.00	6		

TOTAL AMOUNT OF BID:

(Note: Please provide the brand/model for items no. 15, 16, 19-21, 25, 27-37, and 40-46. Entries without a brand/model may be subject to disqualification.)

Total amount of ABC:	Php212,597.00
Delivery Schedule:	Thirty (30) calendar days upon receipt of Purchase Order (PO)
Project Location:	PNOC-Main Office, BGC, Taguig City
Awarding:	Per line 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 71.1.4 of RA 12009.

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 single file portable document format (PDF) 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.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the others:

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. Select one, delete the others:

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* [insert “as supported by the attached duly notarized Special Power of Attorney” for authorized representative];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
 9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
 10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
 11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

*[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this _____ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

