



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 : **16 October 2025**
Project Title : **Supply and Delivery of Consolidated Common Use Supplies (October-December, 2025)**
Reference No. : **2025-10-188**
Total ABC : **PhP 625,558.90**
Submission Deadline : **November 4, 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
- Latest Income/Business Tax Return
- 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)

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 Consolidated Commonly Use Supplies (October-December, 2025)

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
2	pc	Ballpen, Black (ABC: PhP5,313.00)	322			
3	pc	Ballpen, Blue (ABC: PhP2,739.00)	166			
4	pc	Ballpen, Red (ABC: PhP1,270.50)	77			
5	pack	Battery, Dry Cell AA, 2 pieces per blister pack (ABC: PhP10,817.04)	258			
6	pack	Battery, Dry Cell AAA, 2 pieces per blister pack (ABC: PhP6,072.00)	184			
7	pc	Battery, LR 41 (ABC: PhP132.00)	4			
8	pc	Battery, LR 44 (ABC: PhP66.00)	2			
9	pc	Binder, Ring, Plastic, ¾" x 80 rings, 19mm (ABC: PhP1,320.00)	60			
10	pc	Binder, Arch file, 2" thick, 2 holes, A4 horizontal (ABC: PhP2,860.00)	20			
11	pc	Binder, Arch file, 3" thick, 2 holes, A4 vertical (ABC: PhP4,323.00)	30			
12	pc	Carbon Film, size 210mm x 297mm, A4 Blue (ABC: PhP847.70)	3			
13	pc	CD, recordable (ABC: PhP660.00)	10			
16	box	Clip, backfold, 19mm, 12 pieces per box (ABC: PhP2,164.80)	123			
17	box	Clip, backfold, 25mm, 12 pieces per box (ABC: PhP2,564.32)	124			
18	box	Clip, backfold, 32mm, 12 pieces per box (ABC: PhP3,807.23)	128			
20	box	Computer continuous forms, 1 ply, 280 x 241mm (11" x 9-1/2") (ABC: PhP2,098.10)	2			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
21	box	Computer continuous forms, 2 ply, 280 x 241mm (11" x 9-1/2"), carbonless (ABC: PhP5,453.45)	3			
22	btI	Correction fluid, water based (ABC: PhP33.00)	2			
23	pc	Correction tape, 8 meter (min), 1 pc in individual plastic (ABC: PhP8,151.00)	247			
24	rl	Correction tape for Olympia Carrera Deluxe MD (ABC: PhP396.00)	2			
25	tube	Cutter blade, heavy duty cutter, 10 pcs/tube, size 500 (ABC: PhP99.00)	3			
26	pc	DVD rewritable, 4x speed, 4.7GB capacity (ABC: PhP1,056.00)	24			
27	box	Envelope, Documentary, for A4 size document, 500 pcs/box (ABC: PhP7,394.82)	8			
28	box	Envelope, Documentary, for Legal size document, 500 pcs/box (ABC: PhP7,117.97)	6			
29	box	Envelope, expanding, kraftboard, for legal size documents, 100 pcs/box (ABC: PhP7,561.84)	5			
30	pc	Envelope, expanding, clear, plastic (ABC: PhP269.50)	7			
31	box	Envelope, mailing, 500 pieces per box, 80 gsm (ABC: PhP3,300.00)	3			
32	pc	Eraser, plastic or rubber (ABC: PhP643.50)	39			
33	set	File tab divider, bristol board, A4, five (5) colors/set (ABC: PhP7,374.22)	293			
34	set	File tab divider, bristol board, legal size, five (5) colors/set (ABC: PhP1,630.20)	57			
35	pc	Folder, Arch file, A4 (ABC: PhP3,465.00)	35			
36	pc	Folder, Arch file, Legal (ABC: PhP1,485.00)	15			
37	pc	Folder, EDP (continuous form folder), 11 x 9-1/2 (ABC: PhP935.00)	10			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
40	pc	Folder, Morocco, A4, color specialty blue (ABC: Ph105.60)	6			
41	pc	Folder, plastic with transparent / clear plastic front cover, A4 (ABC: PhP264.00)	15			
42	box	Folder, heavy duty pressboard, size 240mm x 370mm, 100s/box (ABC: PhP28,601.10)	12			
43	pack	Folder, tagboard, A4, 100 pieces per pack (ABC: PhP4,658.50)	7			
45	pc	Gel ink pen, Black 0.3 (ABC: PhP1,265.00)	46			
46	jar	Glue, all purpose, 200grms min. (ABC: PhP1,808.95)	23			
47	box	Index tab, self adhesive, transparent, white (ABC: PhP1,132.56)	13			
48	ream	Laminating film, 125 microns (ABC: PhP3,520.00)	5			
49	pc	Magazine File Box, Large (ABC: PhP5,582.72)	40			
56	pc	Notebook, stenographer's, 60 leaves (ABC: PhP2,805.00)	85			
57	pad	Note pad, Post-it, 1.5 x 2 (ABC: PhP5,004.56)	188			
58	pad	Note pad, Post-it, 3 x 5 (ABC: PhP13,780.80)	116			
59	pad	Note pad, Post-it, 4 x 6 (ABC: PhP18,634.00)	110			
60	pad	Note Pad, stick-on, 50mm x 76mm (2"x 3"), 100 sheets/pad (ABC: PhP2,564.85)	59			
61	pad	Note Pad, stick-on, 76mm x 100mm (3"x 4"), 100 sheets/pad (ABC: PhP1,881.00)	57			
62	pad	Note Pad, stick-on, 76mm x 76mm (3"x 3"), 100 sheets/pad (ABC: PhP1,485.00)	50			
63	box	Paper clip, gem type, 32mm, 100 pcs/box (regular) (ABC: PhP1,536.70)	127			
65	pack	Paper, sticker, matte, A4, 10's (ABC: PhP7,777.00)	202			
66	pc	Paper, Highlighter, Blue (ABC: PhP638.00)	20			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
67	pc	Paper, Highlighter, Green (ABC: PhP638.00)	20			
68	pc	Paper, Highlighter, Orange (ABC: PhP957.00)	30			
69	pc	Paper, Highlighter, Pink (ABC: PhP1,148.40)	36			
70	pc	Paper, Highlighter, Yellow (ABC: PhP1,563.10)	49			
71	ream	Paper, Multi-purpose (copy), A4, 70 gsm, ultra white (ABC: PhP288,695.00)	1,450			
72	ream	Paper, Multi-purpose (copy), Legal, 70 gsm, ultra white (ABC: PhP36,460.42)	157			
73	ream	Paper, Multi-purpose (copy), A3, 70 gsm, (ABC: PhP6,292.00)	13			
74	ream	Paper, Newsprint, white, legal (ABC: PhP3,080.00)	20			
75	pck	Paper, Photo, glossy, A4, 10's (ABC: PhP2,970.00)	54			
76	pck	Paper, Specialty board, plain, white, 10's, A4 size (ABC: PhP2,145.00)	65			
77	jar	Paste, White, 7 oz. (ABC: PhP346.50)	7			
78	box	Pencil #1, 12's (ABC: PhP319.44)	4			
79	box	Pencil #2, 12's (ABC: PhP2,555.52)	32			
80	box	Plastic Paper Fastener, assorted colors (ABC: PhP6,274.40)	92			
82	box	Record book, 150 pages (ABC: PhP1,155.00)	14			
83	box	Record book, 200 pages (ABC: PhP1,149.50)	19			
84	book	Record book, 300 pages, Size: 214mm x 278mm min (ABC: PhP4,791.99)	56			
85	book	Record book, 500 pages, Size: 214mm x 278mm min (ABC: PhP8,591.00)	71			
87	bdl	Ring Binder, 80 rings, plastic, 25mm, 10 pieces per bundle (ABC: PhP2,200.00)	8			
89	box	Self-adhesive label, 1 x 4 (ABC: PhP693.00)	7			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
90	box	Self-adhesive label, 1 x 6 (ABC: PhP594.00)	6			
91	pck	Sign Here flags (ABC: PhP18,315.00)	111			
95	pc	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: PhP693.00)	18			
96	btl	Stamp Pad ink, violet, 50ml (ABC: PhP496.10)	11			
97	pc	Stamp Pad (ABC: PhP445.50)	9			
98	box	Staple wire, for heavy duty staplers, 23/13 (ABC: PhP1,270.50)	33			
100	box	Staple wire, for heavy duty staplers, 23/8 (ABC: PhP617.10)	17			
101	pc	Tape, double sided, tissue type, 20mm (ABC: PhP924.00)	28			
103	roll	Tape, masking, 48mm, 50 meters length (ABC: PhP6,263.97)	47			
105	roll	Tape, transparent, 18mm x 25m (small) (ABC: PhP985.60)	112			
106	roll	Tape, transparent, 24mm, 50 meters (ABC: PhP2,227.88)	106			
108	roll	Twine plastic, one kilo per roll (ABC: PhP466.75)	6			
109	pack	PVC Book Binding Cover, A4, clear, 20 sheet/pack (ABC: PhP352.00)	2			
110	btl	Stamp Pad ink, green, 50ml (ABC: PhP270.60)	6			
111	btl	Stamp Pad ink, red, 50ml (ABC: PhP315.70)	7			
112	roll	VHS Paper Tape Receipt, 2-1/4 (ABC: PhP880.00)	20			
113	box	Push Pins (ABC: PhP132.00)	3			
114	pc	Paper, Highlighter, Yellow Green (ABC: PhP319.00)	10			
115	bdl	Ring Binder, 80 rings, plastic 10mm, 10 pcs/bundle (ABC: PhP990.00)	5			

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
116	pc	Clipboard, A4 with cover (ABC: PhP2,640.00)	20			
117	pc	Binder, 3 inches, 3-ring, D-Type, A4 (ABC: PhP2,750.00)	5			
118	pc	Presentation folder, size, A4, black (ABC: PhP990.00)	20			
119	pc	Battery, 9V, Alkaline (ABC: PhP1,379.40)	6			
120	roll	Plastic Wrap, stretch film, 10" x 500 meters (ABC: PhP2,750.00)	5			
Total amount of ABC: PhP 625,558.90						
Total amount of Bid (VAT inclusive):						
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 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 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.