



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 : **21 April 2026**
Project Title : **Supply and Delivery of Consolidated Common-Use Supplies (1st and 2nd Quarter, 2026)**
Reference No. : **2026-03-029**
Total ABC : **PhP 709,350.70**
Submission Deadline : **04 May 2026 / 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 Date File (PDF) copy to email address:
or 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 Common-Use Supplies
(for 1st and 2nd Quarter, 2026)**

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
1	2	pcs	Ballpen, Black (ABC: Php6,715.50)	407			
	3	pcs	Ballpen, Blue (ABC: Php4,042.50)	245			
	4	pcs	Ballpen, Red (ABC: Php1,501.50)	91			
	5	pck	Battery, Dry Cell AA, 2 pieces/blister pack (ABC: Php8,976.00)	204			
	6	pck	Battery, Dry Cell AAA, 2 pieces/blister pack (ABC: Php14,168.00)	322			
	7	pcs	Battery, LR 41 (ABC: Php145.20)	4			
	8	pcs	Battery, LR 44 (ABC: Php72.60)	2			
	9	pcs	Binder, Ring, Plastic, ¾" x 80 rings, 19mm (ABC: Php1,247.40)	54			
	10	pcs	Binder, Arch file, 2" thick, 2 holes, A4, horizontal (ABC: Php2,150.50)	17			
	11	pcs	Binder, Arch file, 3" thick, 2 holes, A4, vertical (ABC: Php152.46)	2			
	12	pcs	Carbon Film, size 210mm x 297mm, Blue (ABC: Php1,977.98)	7			
	13	pcs	Clearbook, 20 transparent pockets for A4 size (ABC: Php2,178.00)	45			
	15	bxs	Clip, backfold, 19mm, 12 pieces/box (ABC: Php2,021.81)	148			
	16	bxs	Clip, backfold, 25mm, 12 pieces/box (ABC: Php3,806.39)	158			
	17	bxs	Clip, backfold, 32mm, 12 pieces/box (ABC: Php5,504.59)	155			
	18	bxs	Clip, backfold, 50mm, 12 pieces/box (ABC: Php11,044.50)	143			
	19	btl	Correction fluid, water based (ABC: Php135.52)	7			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
	20	btl	Correction tape, 8 meter (min), 1 pc in individual plastic (ABC: Php8,184.00)	248			
	21	roll	Correction tape for Olympia Supertype 330 (ABC: Php217.80)	1			
	22	roll	Correction tape for Olympia Carrera Deluxe MD (ABC: Php2,323.20)	10			
	23	tube	Cutter Blade, heavy duty cutter, 10 pieces/tube, size L500 (ABC: Php363.00)	11			
	24	pcs	DVD rewriteable, 4x speed, 4.7GB capacity (ABC: Php1,810.16)	34			
	25	bxes	Envelope, Documentary, for A4 size document, 500 pieces/box (ABC: Php8,327.80)	8			
	26	bxes	Envelope, Documentary, for Legal size document, 500 pieces/box (ABC: Php7,502.34)	6			
	27	bxes	Envelope, Expanding, Kraftboard, for Legal size document, 100 pieces/box (ABC: Php8,165.08)	7			
	28	pcs	Envelope, Expanding, clear, plastic (ABC: Php1,535.43)	41			
	29	bxes	Envelope, mailing, 500 pieces/box, 80gsm (ABC: Php565.58)	1			
	30	pcs	Eraser, plastic or rubber (ABC: Php759.00)	46			
	31	set	File tab divider, Bristol board, A4, five (5) colors/set (ABC: Php13,413.40)	469			
	32	set	File tab divider, Bristol board, Legal size, five (5) colors/set (ABC: Php2,186.80)	71			
	33	pcs	Folder, Arch file, A4 (ABC: Php4,709.32)	28			
	34	pcs	Folder, Arch file, Legal (ABC: Php5,949.57)	33			
	35	pcs	Folder, EDP (continuous form folder), 11 x 9-1/2 (ABC: Php1,124.09)	10			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
	36	bdl	Folder, Fancy, A4, 50 pieces/bundle with slide (ABC: Php3,653.06)	11			
	39	pcs	Folder, plastic with transparent/clear plastic front cover, A4 (ABC: Php1,645.60)	80			
	40	bxes	Folder, heavy duty pressboard, size 240mm x 370mm, 100 pieces/box (ABC: Php66,735.90)	28			
	43	pcs	Gel ink pen, Black 0.3 (ABC: Php5,375.70)	181			
	44	jar	Glue, all purpose, 200 grams min. (ABC: Php1,810.16)	44			
	46	rm	Laminating film, 125 microns (ABC: Php3,565.87)	7			
	47	pcs	Magazine file box, Large (ABC: Php5,861.86)	42			
	52	pcs	Marker, whiteboard, bullet type, blue (ABC: Php2,108.70)	71			
	53	pcs	Marker, whiteboard, bullet type, red (ABC: Php1,069.20)	36			
	54	pcs	Notebook, stenographer's, 60 leaves (ABC: Php2,094.40)	119			
	55	pad	Note pad, Post-It, 1.5 x 2 (ABC: Php1,812.80)	206			
	56	pad	Note pad, Post-It, 3 x 5 (ABC: Php4,812.50)	175			
	57	pad	Note pad, Post-It, 4 x 6 (ABC: Php10,065.00)	150			
	58	pad	Note Pad, stick-on, 50mm x 76mm (2" x 3"), 100 sheets per pad (ABC: Php1,650.00)	125			
	59	pad	Note Pad, stick-on, 76mm x 100mm (3" x 4"), 100 sheets per pad (ABC: Php1,911.80)	79			
	60	pad	Note Pad, stick-on, 76mm x 76mm (3" x 3"), 100 sheets per pad (ABC: Php1,501.50)	91			
	62	bxes	Paper clip, gem type, 50mm, 100 pieces/box (Jumbo) (ABC: Php3,052.19)	116			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
	63	pck	Paper sticker, matte, A4, 10's (ABC: Php5,124.35)	121			
	64	pcs	Paper, Highlighter, Blue (ABC: Php71.50)	5			
	65	pcs	Paper, Highlighter, Green (ABC: Php71.50)	5			
	66	pcs	Paper, Highlighter, Orange (ABC: Php214.50)	15			
	67	pcs	Paper, Highlighter, Pink (ABC: Php143.00)	10			
	68	pcs	Paper, Highlighter, Yellow (ABC: Php486.20)	34			
	69	rm	Paper, Multi-purpose (copy), A4, 70 gsm, ultra white (ABC: Php295,840.16)	1,652			
	70	rm	Paper, Multi-purpose (copy), Legal, 70 gsm, ultra white (ABC: Php31,101.84)	153			
	71	rm	Paper, Multi-purpose (copy), A3, 70 gsm (ABC: Php2,032.80)	6			
	72	pck	Paper, Photo, glossy, A4, 10's (ABC: Php5,445.00)	90			
	73	pck	Paper, Specialty board, plain, white, 10's, A4 size (ABC: Php2,772.00)	84			
	74	jar	Paste, White 7 oz. (ABC: Php891.00)	18			
	75	bxs	Pencil #1, 12's (ABC: Php266.20)	5			
	76	bxs	Pencil #2, 12's (ABC: Php1,118.04)	21			
	77	bxs	Plastic Paper Fastener, assorted colors (ABC: Php2,860.00)	65			
	79	bk	Record Book, 150 pages (ABC: Php2,279.20)	37			
	80	bk	Record Book, 200 pages (ABC: Php3,341.80)	49			
	83	box	Ribbon for Olympia Carrera Deluxe MD (ABC: Php6,160.00)	7			
	84	bdl	Ring Binder, 80 rings, plastic, 32mm x 1.12mm, 10 pieces per bundle (ABC: Php5,961.78)	18			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
	85	bdl	Ring Binder, 80 rings, plastic, 25mm, 10 pieces per bundle (ABC: Php2,202.20)	7			
	87	pck	Rubber Strips, for Carl DC210 cutter, 2 pieces per pack (ABC: Php2,640.00)	3			
	88	bxs	Self-adhesive label, 1 x 4 (ABC: Php972.84)	12			
	89	bxs	Self-adhesive label, 1 x 6 (ABC: Php1,783.54)	22			
	90	pck	Sign here flags (ABC: Php19,712.00)	224			
	94	pcs	Sign pen, green, liquidgel ink, 0.5mm, needle tip (ABC: Php3,850.00)	100			
	96	pcs	Stamp Pad (ABC: Php924.00)	21			
	99	bxs	Staple Wire, for heavy duty staplers, 23/8 (ABC: Php508.20)	14			
	100	pcs	Tape, double sided, tissue type 20mm (ABC: Php1,742.40)	44			
	101	rl	Tape, masking, 24mm, 50 meters length (ABC: Php3,665.20)	49			
	103	rl	Tape, packaging, 48mm, 50 meters length (ABC: Php3,951.76)	112			
	104	rl	Tape, transparent, 18mm x 25m (small) (ABC: Php2,657.60)	151			
	105	rl	Tape, transparent, 24mm, 50 meters (ABC: Php3,388.24)	156			
	108	pck	Binding Cover, A4, PVC Clear, 10's, 25 microns (ABC: Php973.50)	5			
	109	pck	Binding Cover, Legal, PVC Clear, 10's, 25 microns (ABC: Php413.60)	2			
	110	btl	Stamp Pad ink, green, 50ml (ABC: Php580.80)	12			
	111	rm	Paper, bond, 70 gsm, letter size (ABC: Php9,240.00)	40			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(₱)	TOTAL AMOUNT (₱)
	112	rl	Laminating film rolls, 250 microns (ABC: Php2,420.00)	2			
	113	rl	VHP Paper Tape Receipt, 2-1/4 (ABC: Php1,320.00)	30			
	114	bxs	Push Pins (ABC: Php176.00)	4			
	115	pcs	Clipboard, A4 (w/o cover) (ABC: Php385.00)	5			
	116	pcs	Binder, 3 inches, 3-ring, D-type, size A4 (ABC: Php1,675.85)	5			
	117	pcs	Presentation folder, size A4, color, black (ABC: Php3,960.00)	80			
	118	pck	Parchment Paper, A4 (10 pieces/pack) (ABC: Php687.50)	25			
	119	pcs	Certificate Parchment Holder, A4 (ABC: Php5,500.00)	100			
	120	rl	Plastic wrap, stretch film, 10" x 500 meters (ABC: Php670.34)	2			
	121	bxs	Staple Wire #10 (ABC: Php330.00)	12			
	122	pd	Sticky Yellow Pad Paper with line, ¼ size (ABC: Php1,122.00)	12			
	123	rl	Tape, double sided, tissue type, 20mm (ABC: Php1,320.00)	8			
	124	pck	Specialty Board, 8.5" x 13", Vellum, 10 pieces/pack, 220 GSM, blue (ABC: Php1,650.00)	15			
	125	pck	Specialty Board, 8.5" x 13", Vellum, 10 pieces/pack, 220 GSM, pink (ABC: Php1,650.00)	15			
	126	pck	Plastic Ziplock Envelope, size A5, 5 pieces/pack (ABC: Php1,650.00)	10			
	127	btl	Glue, Multi-purpose, 250grams (ABC: Php429.00)	6			
	128	bdl	Ring Binder, 80 rings, plastic, 6mm, bundle of 10 (ABC: Php825.00)	5			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFERED	UNIT COST(P)	TOTAL AMOUNT (P)
	129	bdl	Ring Binder, 80 rings, plastic, 10mm, bundle of 10 (ABC: Php990.00)	5			
	130	bdl	Ring Binder, 80 rings, plastic, 12mm, bundle of 10 (ABC: Php1,155.00)	5			
	131	bdl	Ring Binder, 80 rings, plastic, 14mm, bundle of 10 (ABC: Php1,320.00)	5			
	132	bdl	Ring Binder, 80 rings, plastic, 16mm, bundle of 10 (ABC: Php1,485.00)	5			
	133	set	File Tab Divider, Bristol board, A4, plain. White (5 pieces/set) (ABC: Php1,540.00)	50			
TOTAL >>>>>							
Total amount of ABC: PhP 709,350.70							
Total amount of bid inclusive of VAT:							
Delivery Schedule: Thirty (30) Calendar Days after receipt of Purchase Order							
Delivery Place: PNOC-Main Office, BGC, Taguig City							
Awarding: Per lot basis / one (1) lot							

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.

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 password-protected 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 PNOG.