



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 : **11 May 2026**
Project Title : **Supply and Delivery of High Speed Auto Document Scanner**
Reference No. : **2026-04-047**
Total ABC : **PhP 489,605.57**
Submission Deadline : **21 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
- 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
- Product Brochure

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 High Speed Auto Document Scanner

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(P)	TOTAL AMOUNT (P)
1	unit/s	<p>Supply and Delivery of High Speed Auto Document Scanner</p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scanner Type: A3 flatbed color image scanner with ADF <input checked="" type="checkbox"/> Sensor Type: 4-line Color CCD x 2 <input checked="" type="checkbox"/> Scanning Method: Flatbed: Fixed document and moving carriage. ADF: Fixed carriage and moving document <input checked="" type="checkbox"/> Light Source: White LED <input checked="" type="checkbox"/> Optical Resolution: Flatbed: 600 x 600 dpi ADF: 600 x 600 dpi <input checked="" type="checkbox"/> Output Resolution: 50 – 9,600 dpi (in 1 dpi increments) <input checked="" type="checkbox"/> Bit Depth: Color: 48-bit input, 24-bit output Grayscale: 16-bit input, 8-bit output Black & White: 16-bit input, 1-bit output <input checked="" type="checkbox"/> Document Size: Minimum: ADF: 68 x 120 mm Maximum: Flatbed: 297 x 420 mm ADF: 297 x 2,540 mm <input checked="" type="checkbox"/> Supported Paper Weight: 35 – 128 g/m², Less than A6 size: 60 – 190 g/m² <input checked="" type="checkbox"/> ADF Capacity <input checked="" type="checkbox"/> Daily Scan Volume: Up to 5,000 sheets / day <input checked="" type="checkbox"/> Multi-Feed Detection: Ultrasonic Sensor and Length Detection <input checked="" type="checkbox"/> Interface: USB 2.0 <input checked="" type="checkbox"/> Scanning Speed: Flatbed (A4, Color/Monochrome) 300 dpi: 4 sec / 4 sec 600 dpi: 10 sec / 6 sec <input checked="" type="checkbox"/> ADF (A4, Simplex/Duplex) 200 dpi: Color: 40 ppm / 80 ipm Monochrome: 40 ppm / 80 ppm 200 dpi: Color: 40 ppm / 80 ipm Monochrome: 40 ppm / 80 ipm 200 dpi: Color: 7.5 ppm / 15 ipm Monochrome: 20 ppm / 40 ipm <input checked="" type="checkbox"/> Supported OS: Windows: Windows XP / Vista / 7 / 8 / 8.1 / 10 / 11 Mac: Mac OS X 10.6.8 or later <input checked="" type="checkbox"/> Driver Compatibility: TWAIN, SANE, WIA, ICA, ISIS <input checked="" type="checkbox"/> File Format: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG, Document Capture Pro 	2		

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT COST(₱)	TOTAL AMOUNT (₱)
		(Windows): JPEG, JPEG2000, BMP, PDF, Searchable PDF, TIFF, Muti-TIFF, PNG, DOCX, XLSX, PPTX <input checked="" type="checkbox"/> Rated Voltage: AC 100-240V <input checked="" type="checkbox"/> Rated Frequency: 50~60 Hz <input checked="" type="checkbox"/> Power Consumption: Operating: 79W Ready Mode: 12.5W Sleep Mode: 1.5W Power Off: 0.5W <input checked="" type="checkbox"/> Warranty: at least 1-year on Parts and Labor <input checked="" type="checkbox"/> Delivery: within 30 Days Brand Offered: _____			
TOTAL AMOUNT >>>>					
Total amount of ABC: Php 489,605.57					
Total amount of Bid is inclusive of VAT and applicable taxes.					
Delivery Schedule: Thirty (30) Calendar Days after receipt of Purchase Order					
Delivery Place: PNOC-Main Office, BGC, Taguig City					

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.