



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 June 2026**
Project Title : **Supply and Delivery of Consolidated Computer Supplies (1st and 2nd Quarter, 2026)**
Reference No. : **2026-06-079**
Total ABC : **PhP 866,066.45**
Submission Deadline : **9 July 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 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)
- 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 / 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 Computer Supplies (1st and 2nd Quarter, 2026) – Rebidding

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	Brand Offered	UNIT COST (₱)	TOTAL AMOUNT (₱)
1	1	btl	Ink Refill, EPSON C13T664200 (T6642) , Cyan	14			
	2	btl	Ink Refill, EPSON C13T664300 (T6643) , Magenta	8			
	3	btl	Ink Refill, EPSON C13T664400 (T6644) , Yellow	8			
	4	btl	Ink Refill, EPSON C13T664100 (T6641) , Black	11			
	19	cart	Canon Pixma iP110 PGI 35 Black	4			
	20	cart	Canon Pixma iP110 PGI 35 Colored	3			
TOTAL AMOUNT OF ABC (LOT 1): Php 21,587.50							
TOTAL AMOUNT OF BID (LOT 1):							
2	9	cart	Toner, HP 202A Laserjet Pro MFP M280mw CF500A , Black	7			
	10	cart	Toner, HP 202A Laserjet Pro MFP M280mw CF501A , Cyan	4			
	11	cart	Toner, HP 202A Laserjet Pro MFP M280mw CF502A , Yellow	4			
	12	cart	Toner, HP 202A Laserjet Pro MFP M280mw CF503A , Magenta	4			
TOTAL AMOUNT OF ABC (LOT 2): Php 115,032.50							
TOTAL AMOUNT OF BID (LOT 2):							
3	13	cart	Toner, HP Color Lasejet Enterprise Flow MFP M577z, CF360A, 508A , Black	2			
	14	cart	Toner, HP Color Lasejet Enterprise Flow MFP M577z, CF361A, 508A , Cyan	2			
	15	cart	Toner, HP Color Lasejet Enterprise Flow MFP M577z, CF362A, 508A , Yellow	2			
	16	cart	Toner, HP Color Lasejet Enterprise Flow MFP M577z, CF363A, 508A , Magenta	2			
TOTAL AMOUNT OF ABC (LOT 3): Php 131,879.00							
TOTAL AMOUNT OF BID (LOT 3):							

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	Brand Offered	UNIT COST (P)	TOTAL AMOUNT (P)
4	21	cart	Ink Cart, HP L0S72AA (HP 955XL, Black)	3			
	22	cart	Ink Cart, HP L0S63AA (HP 955XL, Cyan)	3			
	23	cart	Ink Cart, HP L0S66AA (HP 955XL, Magenta)	3			
	24	cart	Ink Cart, HP L0S69AA (HP 955XL, Yellow)	3			
TOTAL AMOUNT OF ABC (LOT 4): Php 31,614.00							
TOTAL AMOUNT OF BID (LOT 4):							
5	26	bag	Ink EPSON Workforce PRO WF-C5790, T9481 , Black	26			
	27	bag	Ink EPSON Workforce PRO WF-C5790, T9482 , Cyan	21			
	28	bag	Ink EPSON Workforce PRO WF-C5790, T9483 , Magenta	20			
	29	bag	Ink EPSON Workforce PRO WF-C5790, T9484 , Yellow	18			
TOTAL AMOUNT OF ABC (LOT 5): Php 323,367.00							
TOTAL AMOUNT OF BID (LOT 5):							
6	6	cart	Toner Cart, HP CB435A , Black	7			
	7	cart	Toner Cart, HP CE285A (HP85A) , Black	20			
	8	cart	Toner, HP Laserjet Pro MFP M127FN, CF283A	3			
	17	cart	Toner for HP Laserjet Pro M404DN, CF276A	2			
	25	cart	Toner, HP Laserjet Pro M402dw (Black)	2			
	30	pc	Maintenance Box for EPSON Workforce Pro WF-C5790, T6716	1			
	31	cart	HP 104A Black Laser Imaging Drum (W1104A)	1			
	32	cart	Toner, HP Neverstop Laser 1000A, HP 103A Black Reload Kit (W1103A)	4			
TOTAL AMOUNT OF ABC (LOT 6): Php 223,586.00							
TOTAL AMOUNT OF BID (LOT 6):							

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	Brand Offered	UNIT COST (₱)	TOTAL AMOUNT (₱)
7	5	cart	Ribbon Cart, EPSON (C13S015632) , Black, for LX-310	2			
	18	cart	Epson LQ2190	18			
	33	cart	Ribbon Cartridge, EPSON Black, FX2175-2190 (C13S015327)	1			
	34	cart	EPSON LQ 5011 Impact Dot Matrix Printer – Black Fabric Ribbon Cartridge (S015337)	5			
TOTAL AMOUNT OF ABC (LOT 7): Php 19,000.45							
TOTAL AMOUNT OF BID (LOT 7):					PHP>>>		
GRAND TOTAL:					PHP>>>		
Total amount of ABC (LOT 1 – LOT 7): Php 866,066.45							
Total amount of bid is inclusive of VAT and applicable taxes							
Delivery Schedule: Thirty (30) Calendar Days after receipt of Purchase Order (PO)							
Delivery Place: PNOC-Main Office, BGC, Taguig City							
Awarding: Per lot 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.

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 (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.