



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 August 2026**
Project Title : **Supply and Delivery of Janitorial Supplies**
Reference No. : **2026-07-092**
Total ABC : **PhP 131,700.00**
Submission Deadline : **20 August 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
- 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 Janitorial Supplies

LOT NO.	ITEM NO.	UM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFER	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	1	can	AIR FRESHENER <i>Technical Specifications:</i> ☒ Aerosol Type ☒ Net Content: 150g (min.) ☒ Clean and refreshing scent (ABC: Php 18,000.00)	60			
	2	pack	DEODORANT CAKE <i>Technical Specifications:</i> ☒ 12 pieces per pack ☒ Size: 50g (min.) ☒ Scent: Assorted (ABC: Php 8,500.00)	40			
	3	kilo	POWDER DETERGENT <i>Technical Specifications:</i> ☒ Net Weight: 1 kg. ☒ Scented: Sunrise Fresh, Fresh Garden Bloom, Cherry Blossom (ABC: Php 7,000.00)	60			
	4	gal	BLEACH <i>Technical Specifications:</i> ☒ Anti-Bacteria ☒ Anti-Viruses (ABC: Php 6,100.00)	30			
	5	gal	LIQUID DETERGENT <i>Technical Specifications:</i> ☒ Suitable for Machine Wash ☒ Scented: Sunrise Fresh, Fresh Garden Bloom, Cherry Blossom (ABC: Php 12,000.00)	60			
	6	gal	FABRIC CONDITIONER <i>Technical Specifications:</i> ☒ Suitable for Machine Wash ☒ Scented (ABC: Php 12,000.00)	50			
	7	pack	FACIAL TISSUE PAPER <i>Technical Specifications:</i> ☒ Facial Use ☒ 100 pulls/pack min. (ABC: Php 2,000.00)	20			
	8	roll	KITCHEN PAPER TOWEL <i>Technical Specifications:</i> ☒ 100% recycled pulp ☒ Single Roll (ABC: Php 5,000.00)	50			

LOT NO.	ITEM NO.	UM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFER	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	9	pack	INTERFOLD TISSUE PAPER <i>Technical Specifications:</i> ☒ Paper Towel ☒ Eco Friendly (ABC: Php 1,600.00)	20			
	10	pack	TOILET TISSUE PAPER, 2 PLY <i>Technical Specifications:</i> ☒ 100% recycled pulp ☒ 150 pull per roll (300 sheets), min. ☒ 12 pieces per pack (ABC: Php 2,500.00)	15			
	11	gal	DISHWASHING LIQUID <i>Technical Specifications:</i> ☒ Grease removal ☒ Scented (ABC: Php 8,200.00)	40			
	13	gal	CRYSTALLIZER MAINTAINER FOR MARBLE FLOORS <i>Technical Specifications:</i> ☒ Slip resistant ☒ Stain resistant ☒ Special Floor Treatment for marble and terraza floor ☒ 5 Liters per gallon (ABC: Php 12,000.00)	2			
	14	pack	PLASTIC TRASH BAG <i>Technical Specifications:</i> ☒ Size: XXL ☒ Color: Black ☒ 100 pieces per pack (ABC: Php 7,000.00)	10			
	15	gal	CARPET SHAMPOO <i>Technical Specifications:</i> ☒ Eco-friendly formula ☒ Can be used for carpet, upholstery, sofa, etc. (ABC: Php 3,000.00)	10			
	16	gal	GLASS MULTI-PURPOSE CLEANER <i>Technical Specifications:</i> ☒ Use for glass, mirrors and TV surfaces ☒ Can remove dirt and dust (ABC: Php 2,400.00)	10			

LOT NO.	ITEM NO.	UM	TECHNICAL SPECIFICATIONS	QTY	BRAND OFFER	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	17	can	INSECT REPELLENT SPRAY <i>Technical Specifications:</i> ☒ Water base ☒ Aerosol Type (ABC: Php 10,000.00)	36			
	19	pcs	STICK BROOM (WALIS TINGTING) <i>Technical Specifications:</i> ☒ Made of matured coconut midribs ☒ Grip material: Braided yantok of nylon ☒ Rib Count: At least 350 pieces (ABC: Php 2,500.00)	40			
	20	pcs	TRASH BIN <i>Technical Specifications:</i> ☒ Size: Small ☒ Material: Plastic ☒ Color: Assorted (ABC: Php 2,100.00)	10			
	21	pcs	KITCHEN LIGHTER <i>Technical Specifications:</i> ☒ Long neck ☒ Color: Assorted (ABC: Php 3,000.00)	20			
	22	pack	BATTERY <i>Technical Specifications:</i> ☒ Size AA: ☒ 2 pieces per pack ☒ Rechargeable (ABC: Php 1,800.00)	10			
	23	gal	HAND SOAP <i>Technical Specifications:</i> ☒ Color: Green, Yellow or Red ☒ Scented ☒ Anti-Bacterial (ABC: Php 3,500.00)	15			
	24	yard	FLANNEL CLOTH <i>Technical Specifications:</i> ☒ Color: Yellow (ABC: Php 1,500.00)	25			

Total amount of Bid:

PhP>>>

Total amount of ABC: PhP 131,700.00

Delivery Schedule: Within Thirty (30) Calendar Days after receipt of Purchase Order (PO)

Delivery Place: PNOC-Main Office, BGC, Taguig City

Pricing: Quoted price inclusive of VAT and applicable taxes

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.
10. Warranty Security pursuant to Sec. 90.1 of RA 12009 shall not be imposed.

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.

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 _____.