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 October 2026**
Project Title	:	**Supply and Delivery of Consolidated Computer Supplies (3rd and 4th Quarter, 2026)**
Reference No.	:	**2026-10-113**
Total ABC	:	**PhP 400,267.26**
Submission Deadline	:	**09 November 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; or	**Portable Document Format (PDF) copy to email 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.

Digitally signed by
Josephine Cassandra J. Cui
Date: 2026.10.29 14:41:17
+08'00'

ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Consolidated Computer Supplies
(3rd and 4th Quarter, 2026)

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	Brand /Model	UNIT COST (₱)	TOTAL AMOUNT (₱)
1	1	btl	Ink Refill, EPSON C13T664200 (T6642), Cyan **(ABC: PhP5,005.00)**	14			
	2	btl	Ink Refill, EPSON C13T664300 (T6643), Magenta **(ABC: PhP2,860.00)**	8			
	3	btl	Ink Refill, EPSON C13T664400 (T6644), Yellow **(ABC: PhP2,860.00)**	8			
	4	btl	Ink Refill, EPSON C13T664100 (T6641), Black **(ABC: PhP3,811.50)**	11			
	5	cart	Ribbon Cart, EPSON C13S015632, Black, for LX-310 **(ABC: PhP506.00)**	4			
	9	cart	Ribbon Cartridge, Black, Epson LQ-2190, S015531/S015086 **(ABC: PhP6,310.15)**	7			
	10	cart	Canon Pixma iP110 PGI 35, Black **PhP3,190.00)**	4			
	11	cart	Canon Pixma iP110 PGI 35, Colored **PhP3,861.00)**	3			
	23	cart	EPSON LQ 5011 Impact Dot Matrix Printer – Black Fabric Ribbon Cartridge SO 15337 **(ABC: PhP1,650.00)**	3			
	Total amount of ABC (Lot-1): PhP 30,053.65						
	Total amount of Bid (Lot-1): PhP						
2	6	cart	Toner Cart, HP CB435A, Black **(ABC: PhP39,707.36)**	7			
	7	cart	Toner Cart, HP CE285A (HP85A), Black **(ABC: PhP40,561.81)**	7			
	8	cart	Toner, HP Laserjet PRO MFP M127FN, CF283A **(ABC: PhP11,102.96)**	2			
	12	cart	Ink Cart, HP L0S72AA (HP 955XL, Black) **(ABC: PhP9,388.50)**	3			
	13	cart	Ink Cart, HP L0S63AA (HP 955XL, Cyan) **(ABC: PhP7,408.50)**	3			
	14	cart	Ink Cart, HP L0S66AA (HP 955XL, Magenta) **(ABC: PhP7,408.50)**	3			

LOT NO.	ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	Brand /Model	UNIT COST (₱)	TOTAL AMOUNT (₱)
2	15	cart	Ink Cart, HP L0S69AA (HP 955XL, Yellow) **(ABC: PhP7,408.50)**	3			
	16	cart	Toner, HP Laserjet Pro M402 dw (Black) **(ABC: PhP20,669.00)**	2			
	22	cart	Toner, HP Neverstop Laser 1000A, HP 103A Black Reload Kit (W1103A) **(ABC: PhP1,631.03)**	2			
	Total amount of ABC (Lot-2): PhP 145,286.16						
	Total amount of Bid (Lot-2): PhP						
3	17	bag	Ink Epson Workforce PRO WF-C5790, T9481, Black **(ABC: PhP51,751.70)**	14			
	18	bag	Ink Epson Workforce PRO WF-C5790, T9482, Cyan **(ABC: PhP54,661.75)**	13			
	19	bag	Ink Epson Workforce PRO WF-C5790, T9483, Magenta **(ABC: PhP50,457.00)**	12			
	20	bag	Ink Epson Workforce PRO WF-C5790, T9484, Yellow **(ABC: PhP50,457.00)**	12			
	21	pc	Maintenance Box for Epson Workforce Pro WF-C5790, T6716 **(ABC: PhP17,600.00)**	8			
	Total amount of ABC (Lot-3): PhP 224,927.45						
	Total amount of Bid (Lot-3): PhP						
	Total amount of ABC (Lots 1-3): Php 400,267.26						
	Total amount of Bid (VAT inclusive):						
	Delivery Schedule: Thirty (30) Calendar Days after receipt of Purchase Order (PO)						
	Delivery Place: PNOC-Main Office, BGC, Taguig City						
	Awarding: Per lot basis – Consisting of Three (3) Lots						

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 Section 90 of RA 12009 shall 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 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 PNOC.