



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 : **28 June 2024**
Project Title : **Supply, Delivery, and Installation of Rental Units of Multi-Functional Printers for the Philippine National Oil Company (PNOC Offices)**
Reference No. : **2024-06-081**
Total ABC : **PhP 800,000.00**
Submission Deadline : **02 July 2024 / 09:00 AM**
Place/s of Delivery : **PNOC-Main Office, BGC, Taguig City
PNOC Industrial Park, Mariveles, Bataan
PNOC Energy Supply Base, Mainaga, Batangas**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Password-protected 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)

Additional Requirement

- Accomplished and signed Rental Rate/Scheme. (Please refer to pages 9-10)

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 / cfcmeo@pnoc.com.ph / rmbabera@pnoc.com.ph.

Thank you.


for: **ATTY. JOSEPHINE CASSANDRA J. CUI**
Chairperson
Bids and Awards Committee 

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

LOT NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)																																																																
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Total amount of ABC: PhP800,000.00

Delivery Schedule:	Within Fourteen (14) Calendar Days upon receipt of Notice to Proceed
Delivery Place:	Lot. 1 - PNOC-Main Office, BGC, Taguig City (9 units) Lot. 2 - PNOC Energy Supply Base, Mainaga, Batangas (1 unit) Lot. 3 - PNOC Industrial Park, Mariveles, Bataan (2 units)

Note: Contract price is pro-rated upon the actual start of the contract.

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF RENTAL UNITS OF MULTI-FUNCTIONAL PRINTERS FOR PHILIPPINE NATIONAL OIL COMPANY (PNOC) OFFICES

I. SCOPE

The printers under this lease should have functionalities for printing, scanning, and copying. PNOC requires twelve (12) multi-function printers to be installed at different departments at various locations.

II. REQUIREMENTS

The Service Provider/Contractor shall provide twelve (12) units of brand new or refurbished printers. "Refurbished" printers, by definition, are previously owned or used printers that have been restored to a like-new condition by a manufacturer or a third-party refurbisher. This process generally involves a thorough inspection, cleaning, repair or replacement of any defective or worn parts, and rigorous testing to ensure the printer operates correctly and meets quality standards.

The printer requirements are as follows:

Item	Type of Printer	No. of Units	Ave. Copy/ Print per Month per Printer	Office Location
Lot 1	Full-Color Multi-Function Printer	9	Monochrome: 2,000 copies Colored: 1,000 copies	PNOC Head Office, BGC, Taguig City
Lot 2	Full-Color Multi-Function Printer	1	Monochrome: 2,000 copies Colored: 1,000 copies	<ul style="list-style-type: none">PNOC ESB, Mabini, Batangas
Lot 3	Full-Color Multi-Function Printer	2	Monochrome: 2,000 copies Colored: 1,000 copies	<ul style="list-style-type: none">PNOC Industrial Park, Mariveles, Bataan
Total No. of Units		12		

III. DETAILS OF REQUIREMENTS

A. Provision of Brand New or Refurbished Multi-Function Printers for Rental Purposes.

The Service Provider/Contractor shall provide a total of twelve (12) units of brand new or refurbished printers with multi-function capability. For refurbished, printer's firmware must be updated to the latest version to ensure it operates efficiently and is compatible with the latest software and operating systems. The Service Provider/Contractor shall submit the proof of the date of manufacturing/ refurbishing not later than the delivery date of the printers.

The detailed specifications of the Full Color Multifunction printer are as follows:

Twelve (12) Units Full-Color Multi-Function Printer

<i>Features</i>		<i>Requirements</i>
Type		Multi-Function Printer (Print/Copy/Scan)
Print Technology		Laser
Color		Full-Color
Control Panel:		7-inch electrostatic touch panel
Memory Capacity		Minimum of 2GB
HDD		Minimum of 250GB
Max Original Size		A3 (11" x 17")
Output Size		Maximum of A3 to A6 Lengthwise
First Copy/Print Output Time	Colour	Minimum of 6.0 sec
	B/W	Minimum of 5.0 sec
Copy Speed	Colour	Minimum of 40 ppm
	B/W	Minimum of 40 ppm
Scan/Copy Resolution		Minimum of 600x600 dpi
Print/Copy/Scan		Duplex
Paper Capacity		500 Sheets for Tray 1, 2, 3, and 4 and Minimum of 50 sheets for bypass tray
Interface		Ethernet (10BASE-T / 100BASE-TX / 1000BASE-T) USB 1.1, USB 2.0
Multiple Copy		1-999 sheets
Multiple Print		1-999 sheets
Monitoring		Account track monitoring per account
Power Consumption		220-240V / 50/60Hz
Green Specification		Energy Star Certified Power Saving Mode: Automatic sleep mode when idle for 2 minutes

- B. The Service Provider/Contractor shall supply, deliver, install and configure the necessary software/s of the Brand New or Refurbished Multifunction Printers as specified in the attached Distribution List (Annex 1).
- C. The Service Provider/Contractor must complete the installation of all the required units within two (2) weeks upon receipt of Notice to Proceed (NTP) for all sites. **Training and user acceptance should be completed within one (1) week from completion of installation per site.**

- D. The monthly provision of all consumables (toner, drum, developer, roller, fuser oil, fuser cleaning pad, ozone filter, and cartridges) includes buffer supply of all consumables sufficient for one (1) month, and which shall always be maintained at the PNOC offices and be replenished/restocked upon request.
- E. Unprinted/Unconsumed print/copy allocation per month either monochrome or colored shall be allocated or offsetted to the preceding and/or succeeding month.
- F. The Service Provider/Contractor shall deliver the consumables, such as toner, drum, developer, roller, fuser oil, fuser cleaning pad, ozone filter, and cartridges within 24 hours for PNOC Head Office and within three (3) calendar days for PNOC Bataan & Batangas, upon official request by the PNOC's Strategy Management Office – Management Information Systems Division (SMO-MIS), thru telephone, or email. All consumables shall be branded parts and brand new (not refills).
- G. All printers must be in very good working condition at all times.
- H. Preventive maintenance of the printers (PNOC Head Office, PNOC ESB, Mabini, Batangas and PNOC Industrial Park, Mariveles, Bataan) shall be made on a monthly (at least once) basis during the duration of the contract. The supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned printers shall be for the account of the Service Provider/Contractor.
- I. In case of printer breakdown, the Service Provider/Contractor shall assign and deploy One (1) on-call Technician to PNOC, BGC, Taguig City within four (4) hours, and/or to PNOC ESB and PNOC Industrial Park within three (3) calendar days from verbal or written notification from PNOC offices for immediate troubleshooting, repair, testing and commissioning of the machine/s, at no extra cost to PNOC.
- J. Repair and replacement of defective parts shall be made within twenty-four (24) hours from notice for PNOC BGC, Taguig while within three (3) calendar days for PNOC ESB and PNOC Industrial Park, at no cost to PNOC. In the event the faulty printer cannot be repaired on the aforesaid schedules and upon submission of a non-repairable report by the Service Provider's/Contractor's technician, the printer/s must be pulled out and be replaced with a service unit that have the same specifications or higher than the original unit. Any delay in the replacement of equipment will result to a penalty of one-tenth of one percent (0.001) of the contract total value for each day of delay.
- K. The Service Provider/Contractor shall provide the name and contacts of at least two (2) personnel who shall act as a focal point person(s) including the hotline number for official communication pertaining to the services to ensure that there is sufficient back up at all times in case the other person goes on leave or is unavailable. The focal person shall be available at all times during official working hours.

- L. The Service Provider/Contractor shall train the SMO-MIS staffs, and other users on how to operate the machine and conduct basic onsite troubleshooting.
- M. Any offer for added feature, material and/or service shall be at no additional cost to PNOC.
- N. The Service Provider/Contractor shall purge the memory of the printer that are replaced and when the contract ends or terminated.

IV. Rental Rate/Scheme

The rental charges will be on a **Monthly-based Fee** (inclusive of consumables, maintenance, replacement of parts and other incidental services). For the purpose of uniformity of bid proposals, the computation of rate(s) shall be based on the following:

Lot 1: Full-Color Multi-Function Printers 9 units PNOC Head Office, Taguig City								
Model/Brand/Variant to be Delivered:								
Minimum pages/month		Monthly-based Fee	Cost per Page <i>(based on minimum pages per month)</i>		Surcharge <i>(cost per page in excess of the minimum pages per month, if any)</i>		Other Charges <i>(enumerate other costs, if any)</i>	
BW	Color		BW	Color	BW	Color	Particulars	Cost
2,000	1,000							
							Total Amount (B): <i>(Other Charges)</i>	
		Total Amount (A): Monthly-based Fee * 12 units (Printers) * 6 months						
		Grand Total Amount (VAT inclusive): Total Amount (A) + Total Amount (B)						

Lot 2: Full-Color Multi-Function Printers 1 unit Batangas								
Model/Brand/Variant to be Delivered:								
Minimum pages/month		Monthly-based Fee	Cost per Page <i>(based on minimum pages per month)</i>		Surcharge <i>(cost per page in excess of the minimum pages per month, if any)</i>		Other Charges <i>(enumerate other costs, if any)</i>	
BW	Color		BW	Color	BW	Color	Particulars	Cost
2,000	1,000							
							Total Amount (B): <i>(Other Charges)</i>	
		Total Amount (A): Monthly-based Fee * 12 units (Printers) * 6 months						
		Grand Total Amount (VAT inclusive): Total Amount (A) + Total Amount (B)						

Lot 3: Full-Color Multi-Function Printers 2 units Mariveles, Bataan								
Model/Brand/Variant to be Delivered:								
Minimum pages/month		Monthly-based Fee	Cost per Page <i>(based on minimum pages per month)</i>		Surcharge <i>(cost per page in excess of the minimum pages per month, if any)</i>		Other Charges <i>(enumerate other costs, if any)</i>	
BW	Color		BW	Color	BW	Color	Particulars	Cost
2,000	1,000							
							Total Amount (B): <i>(Other Charges)</i>	
Total Amount (A): Monthly-based Fee * 12 units (Printers) * 6 months								
Grand Total Amount (VAT inclusive): Total Amount (A) + Total Amount (B)								

V. Budget

The Approved Budget for the Contract (ABC) for:

- **Lot 1: ₱ 600,000**
- **Lot 2: ₱ 60,000**
- **Lot 3: ₱ 140,000**

VI. Terms of Contract

The Contract for the rental of multi-function printers shall take effect on July 1, 2024 or on the date specified in the Notice to Proceed or as stipulated in the Delivery Schedule and shall end on December 31, 2024, unless sooner terminated for a valid cause.

VII. Service Standard Requirement

The latest performance assessment of the bidders shall form part of the evaluation of the bids.

The PNOC's SMO-MIS shall conduct an assessment or evaluation of the Service Provider/Contractor before the end of each quarter and before the end of the service contract.

1. The Service Provider/Contractor shall maintain a satisfactory level of performance throughout the term of Contract based on the criteria prescribed as follows.
2. Performance criteria and weight:

No.	Criteria	%Weight
a.	Quality of Service Support Delivered/Provided -Ability of the On-call Technician to repair defective machines within four (4) hours at PNOC, BGC, Taguig City, and/or to PNOC ESB and PNOC Industrial Park no later than the following day from verbal or written notification from PNOC offices. All corrective maintenance form must be conformed/signed-off by respective end-user to validate the findings and corrective actions that have been made to the machine.	40
b.	Response Time -Response time shall be within four (4) hours at PNOC, BGC, Taguig City, and/or to PNOC ESB and PNOC Industrial Park no later than the following day from verbal or written notification.	30
c.	Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit	30
	Total	100%

1. The Service Provider/Contractor shall obtain at least 85%, the minimum score for satisfactory rating based on the following rating standards:

Adjectival Rating	Numerical Rating
Very Satisfactory	90 – 100%
Satisfactory	80 – 89%
Needs Improvement	70 – 79%
Poor	69% or below

2. Based on the assessment, the PNOC may pre-terminate the contract for failure by the Service Provider/Contractor to perform its obligation thereon following the procedure prescribed under the Guidelines on Termination of Contracts under Resolution No. 018-2004 dated 22, December 2004 issued by the Government Procurement policy (GPPB).

Printer Distribution

Lot 1: PNOC Head Office, Taguig City 9 Units		
Dept/Office	Type of Printer/Copier	Qty
G/F, Basement		
ProcMD, ProcMD, GSD, PSD, BMS	Full-Color Multi-Function Printer	2
2/F		
SMO, OGC, AMD	Full-Color Multi-Function Printer	1
3/F		
Accounting, Treasury	Full-Color Multi-Function Printer	1
COA	Full-Color Multi-Function Printer	1
4/F		
PMD/BRDD	Full-Color Multi-Function Printer	1
5/F		
CORSEC, IAO, SVP-FAS	Full-Color Multi-Function Printer	1
6/F		
OP	Full-Color Multi-Function Printer	1
Executive Offices	Full-Color Multi-Function Printer	1
Total No. of Units (Lot 1)		9
Lot 2: PNOC Batangas and Bataan 1 Unit		
ESB, Mabini, Batangas	Full-Color Multi-Function Printer	1
Lot 3: PNOC Bataan 2 Units		
PIP, Mariveles, Bataan	Full-Color Multi-Function Printer	2
TOTAL NO. OF PRINTERS		12

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 68 of the Revised IRR of RA 9184.

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.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

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 : _____

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF)S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a 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];

2. *[Select one, delete the other:]*

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;**
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 rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the**

government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20 ____ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

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. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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 _____

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 **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.pdf

Note: The RFQ Reference Number is located on 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 not password-protected and/or 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.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. 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.
7. 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.