



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://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 : **30 March, 2023**  
Project Title : **Conduct of QMS Appreciation Trainings**  
Reference No. : **2023-03-109**  
Total ABC : **PhP 151,200.00**  
Submission Deadline: **14 April, 2023 / 10:00 AM**  
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOG Procurement Management Division at the above address or to [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- 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 Requirements:**

- Company Profile
- Certificate of Registration
- International Accreditation / Awards
- Curriculum Vitae
- Training Engagement

The PNOG 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.

Thank you.

  
**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee

# PHILIPPINE NATIONAL OIL COMPANY (PNOC)

## TERMS OF REFERENCE ENGAGEMENT OF A TRAINING PROVIDER ON QUALITY MANAGEMENT SYSTEM (QMS) APPRECIATION

### I. BACKGROUND

In compliance with Executive Order No. 605 institutionalizing the structure, mechanism and standards to implement the Government Quality Management Program (GQMP), all government agencies are directed to adopt a Quality Management System (QMS) certifiable to ISO 9001, ISO 14001:2015, and ISO 45001:2018 in the delivery of its priority government services.

Relevant to the continuing Certification of the Philippine National Oil Company's QMS, PNOC is committed to the maintenance and continuous implementation of its QMS to ensure the successful Surveillance Audit of the PNOC Industrial Park-Park Management Department, and Re-certification Audits of the PNOC Head Office and the PNOC Energy Supply Base to be conducted in the second half of this year.

In view thereof, there is a need to engage the services of a Training Provider which will provide expert knowledge through training for the appreciation and understanding of the three (3) QMS standards --- ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018, and ensure that the PNOC will achieve its objective of continued improvement of its processes and certification.

### II. REQUIREMENTS

The PNOC needs a Training Provider which will provide professional and training services to ensure the long term maintenance of a Management System compliant to ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018, and enhance the knowledge and competence of the PNOC officials and employees through training, coaching, and other activities, for the successful Surveillance Audit and Re-certifications. The requirements are as follows:

1. Must have been engaged and have successfully trained at least ten (10) government agencies and private companies on ALL ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards in the last five (5) years. Bidder/s to submit the appropriate supporting documents.
2. Assign a Lead Trainor who possesses the following qualifications:
  - Has attended an Internal Auditing Course – Auditing Practices Group Guidance for 3rd Party Auditors to ensure the alignment of the course with actual internal QMS or IMS audit.

- Must have at least fifteen (15) years work experience in local and/or international companies engaged in consulting, training and establishing Quality Management System for certification to ISO 9001:2015, 14001:2015, and 45001:2018 Standards.
3. Assign Team Members that must possess the following qualifications:
    - Must have at least a total of ten (10) years of combined work related experience, excluding that of the Lead Consultant, in local and/or international companies engaged in training for Quality Management Systems for certification to any one (1) or a combination of the ISO 9001:2015, 14001:2015, and 45001:2018 Standards.
    - Must have attended at least any three (3) or a combination of Local and/or International Trainings on the 9001:2015, 14001:2015, and 45001:2018 Standards, to ensure their capacity to enhance the knowledge and competence of PNOC officers and employees on the ISO Standards.
  4. Lead Trainor and Team Members shall report to the PNOC Head Office to conduct EACH training, face to face for one (1) day or two (2) half days
  5. Lead Trainor and Team Members must provide a valid negative COVID-19 Test Result prior to entering PNOC. The test result must be 1) administered by a DOH-accredited laboratory, clinic, or government health facility, 2) test kit must be FDA-approved, 3) must be certified by a medical doctor, and 4) the test must have been taken within 24 hours.
  6. The Training Provider must possess international accreditation.

### III. SCOPE, COVERAGE AND DELIVERABLES

1. The Training Provider shall provide the following trainings necessary to enhance the knowledge and competence of the PNOC officials and employees for the continued improvement of PNOC's processes and certification to ISO 9001:2015, 14001:2015, and 45001:2018 Standards.

Training/Workshop	No. of Participants	Duration
ISO 9001:2015 QMS Appreciation	35	1 whole day or 2 half days
ISO 14001:2015 EMS Appreciation	35	1 whole day or 2 half days
ISO 45001:2018 OSH Appreciation	35	1 whole day or 2 half days

2. Bidder must submit the following:
  - Proposed training outline and time/duration for each topic
  - Methodology
  - Terms of Payment
  - Training Fee inclusive of all applicable government taxes
  - Training Materials to be provided

- Exam Fee
- Certificate of Completion
- Mode of Program Confirmation

3. The Bidder must submit the following documentary requirements:

- Company Profile
- Certificate of Registration
- International Accreditations
- Awards
- Curriculum Vitae of Lead Trainor and Team Members who will conduct the training
- List of all relevant training engagements, both in the public and private sector in the last three (3) years and ongoing training engagements, accompanied by copies of contracts of engagement
- Validity of the Proposal
- Training Engagement/Agreement Template
- Contact Details

4. Logistics – Transportation, Accommodation, and Antigen Tests will be for the personal account of the Bidder.

IV. **TARGET TRAINING SCHEDULE:** Between April 15, 2023-April 30, 2023

V. **APPROVED BUDGET COST (ABC):**

The Training Provider shall be paid the amount of One Hundred Fifty One Thousand Two Hundred Pesos (Php 151,200.00) inclusive of all applicable government taxes in accordance with government procedure upon submission of the report on the outcome / results of the training, which will include a summary of the training participants' evaluations of the training received.

VI. **CONTACT PERSON:**

MELISSA LOURDES T. LADIP  
QMS Secretariat  
Strategy Management Office  
Telephone Number: 8789-7662 local 7655  
Email address: mltladip@pnoc.com.ph

**PHILIPPINE NATIONAL OIL COMPANY**  
PNOC, Bonifacio Global City, Taguig City

**RATING CRITERIA**

**Project** : Engagement of a Training Provider on Quality Management System (QMS) Appreciation

**Project Location** : PNOC Head Office, BGC, Taguig City

---

**CRITERIA FOR TECHNICAL AND FINANCIAL EVALUATION**

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulations of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1(b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and the financial proposals, which shall serve as the basis of selection. The technical and the financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

**I. Technical Proposal (85%)**

The interested bidder shall provide their technical experience, approach, and methodology on all technical and cost parameters detailing professional inputs and time requirements, and resumes of all proposed technical manpower.

The proposal shall be based on the following criteria and point system:

**A. Training Proposal (15%)**

The technical proposal will be evaluated on the following aspects:

- The coordination and project management procedures and tools application methods.

**B. Training Team (55%)**

The Lead Trainor and Team Members will be evaluated on the following aspects:

- Training experience and qualifications and the composition of the team as a whole according to the profile requirements.

Criteria	Weight	Unit of Measure	Points				
			3	6	9	12	15
<b>Number of relevant hours of trainings --- Auditing Course – Auditing Practices Group Guidance for 3rd Party Auditors to ensure the alignment of the course with actual internal QMS or IMS audit.</b>	5%	Hours of training					
Lead Trainor	5%	Hours of training	1-5	6-10	11-15	16-20	More than 20
<b>Number of relevant hours of trainings --- any one (1) or a combination of Local and/or International Trainings on the 9001:2015, 14001: 2015, and 45001:2018 Standards</b>	25%	Hours of training					
Lead Trainor	10%	Hours of training	20-29	30-39	40-49	50-59	More than 60
Team Members	15%	Hours of training	15-20	21-25	26-30	31-35	More than 35
<b>Number of relevant years work experience in local and/or international companies engaged in consulting, training and establishing Quality Management System for certification to ISO 9001:2015, 14001: 2015, and 45001:2018 Standards</b>	25%	Number of years					
Lead Trainor	10%	Number of years	5-7	8-10	11-13	14-15	More than 15
Team Members	15%	Number of years	3-4	5-6	7-8	9-10	More than 10

**C. Training Provider Company Qualifications (15%)**

- Comprehensive knowledge and extensive experience on conducting trainings on the ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 Standards appreciation in the Philippines and / or overseas.

Criteria	Weight	Unit of Measure	Points				
			3	6	9	12	15
Years of firm existence	4%	Number of years	11-15	16 to 20	21 to 25	26-30	More than 30
Years of experience in training on QMS standards	4%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Number of Professionally Qualified Trainers	4%	Number of Qualified Staffers	3-5	6-10	11-15	16-20	More than 20
Number of QMS appreciation trainings undertaken during the last 5 years	3%	Number of Audits	10	11-12	13-14	15-16	More than 16

**II. Financial Proposal (15%)**

PNOC shall require a detailed financial proposal with indicative programs and milestones, and target estimates for defined outputs. The winning bidder shall also detail all costs items for remuneration, and out-of-pocket expenses.

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Conduct of QMS Appreciation Trainings**

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (₱)
1	lot	<p><b>CONDUCT OF QMS APPRECIATION TRAININGS</b></p> <p><b>PROJECT JUSTIFICATION:</b> In compliance with Executive Order No. 605 institutionalizing the structure, mechanism and standards to implement the Government Quality Management Program (GQMP), all government agencies are directed to adopt a Quality Management System (QMS) certifiable to ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 in the delivery of its priority government services.</p> <p><b>SCOPE OF WORK:</b> The PNOC needs a Training Provider which will provide professional and training services to ensure the long terms maintenance of a Management System compliant to ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 and enhance the knowledge and competence of the PNOC officials and employees through training, coaching and other activities, for the successful Surveillance Audit and Re-certifications.</p>	1	

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (₱)												
		<p><b>SCOPE, COVERAGE AND DELIVERABLES:</b></p> <p>1. The Training Provider shall provide the following trainings necessary to enhance the knowledge and competence of the PNOC Officials and employees for the continued improvement of PNOC's processes and certification to ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Standards.</p> <table border="0"> <thead> <tr> <th data-bbox="293 472 504 495">TRAINING/WORKSHOP</th> <th data-bbox="711 472 807 495">No. of Pax</th> <th data-bbox="991 472 1070 495">Duration</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 499 592 521">ISO 9001:2015 QMS Appreciation</td> <td data-bbox="732 499 759 521">35</td> <td data-bbox="924 499 1155 521">1 whole day or 2 half-days</td> </tr> <tr> <td data-bbox="293 524 600 546">ISO 14001:2015 EMS Appreciation</td> <td data-bbox="732 524 759 546">35</td> <td data-bbox="924 524 1155 546">1 whole day or 2 half-days</td> </tr> <tr> <td data-bbox="293 548 596 571">ISO 45001:2018 OSH Appreciation</td> <td data-bbox="732 548 759 571">35</td> <td data-bbox="924 548 1155 571">1 whole day or 2 half-days</td> </tr> </tbody> </table> <p>2. Bidder must submit the following:</p> <ol style="list-style-type: none"> <li>1.) Proposed training outline and time/duration for each topic</li> <li>2.) Methodology</li> <li>3.) Terms of Payment</li> <li>4.) Training Fee inclusive of all applicable government taxes</li> <li>5.) Training Materials to be provided</li> <li>6.) Exam Fee</li> <li>7.) Certificate of Completion</li> <li>8.) Mode of Program Confirmation</li> </ol> <p>3. The Bidder must submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>1.) Company Profile</li> <li>2.) Certificate of Registration</li> <li>3.) International Accreditation</li> <li>4.) Awards</li> <li>5.) Curriculum Vitae of Lead Trainor and Team Members who will conduct the training</li> <li>6.) List of relevant training engagements, both in the public and private sector in the last three (3) years and ongoing training engagements, accompanied by copies of contracts of engagement.</li> <li>7.) Validity of the Proposal</li> <li>8.) Training Engagement/Agreement Template</li> <li>9.) Contact Details</li> </ol> <p>4. Logistics – Transportation, Accomodation, and Anti-gen Tests will be for the personal account of the Bidder.</p> <p><b>(ABC: PhP151,000.00)</b></p>	TRAINING/WORKSHOP	No. of Pax	Duration	ISO 9001:2015 QMS Appreciation	35	1 whole day or 2 half-days	ISO 14001:2015 EMS Appreciation	35	1 whole day or 2 half-days	ISO 45001:2018 OSH Appreciation	35	1 whole day or 2 half-days		
TRAINING/WORKSHOP	No. of Pax	Duration														
ISO 9001:2015 QMS Appreciation	35	1 whole day or 2 half-days														
ISO 14001:2015 EMS Appreciation	35	1 whole day or 2 half-days														
ISO 45001:2018 OSH Appreciation	35	1 whole day or 2 half-days														
Delivery Schedule:		Between April 15, 2023 – April 30, 2023														
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.

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 Nos. and Email Address : \_\_\_\_\_