



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 : **April 12, 2023**
Project Title : **Venue rental for PNOC 50th Anniversary**
Reference No. : **2023-04-115**
Total ABC : **PhP703,000.00**
Submission Deadline: **April 20, 2023 / 5:00 PM**
Location : **PNOC Building 6, Energy Center, Rizal Drive, BGC Taguig City**

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

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income / Business Tax Return
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)

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.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

VENUE RENTAL FOR PNOC 50TH ANNIVERSARY

Item No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	<p>PNOC 50TH ANNIVERSARY PROGRAM</p> <ol style="list-style-type: none"> 1. Venue: At least 26.60 x 25.40 meters/ 675.64 sqm located in BGC area. 2. Set-up: Banquet Style 3. Time of Booking: 6hrs (start time: 4:00PM) 4. Venue Capacity: maximum of 400 pax 5. Ingress Time: starts at 6:00 AM 6. Rate quoted inclusive of VAT 7. VENUE INCLUSIONS <ol style="list-style-type: none"> a. Registration Desk at the pre-function area b. Banquet and or IBM tables and chairs with linen c. Pads and Pencils d. Whiteboard with Markers e. Stage (size as appropriate) f. Podium g. Basic Audio and Visual Equipment, (3) wireless microphones, LCD Projector, Projector Screen 8. 25 mbps WIFI 9. 10 complementary parking passes 10. FOOD and BEVERAGE Arrangement @ <u>400.00/ pax</u> Catering Service (inclusive of PM Snacks and Buffet dinner) <ol style="list-style-type: none"> a. Buffet dinner (1 soup, 1 salad, 1 pasta, 2 main Entre'es, Rice, 2 Desserts) b. One (1) round of Iced Tea c. Flowing Coffee and Tea d. Chef can prepare a special customized menu based on the specific requirement of PNOC e. Menu adjustment is allowed 11. Inclusion of corkage fee for other supplies 12. Please see attached Table of Rating Factors for the basis of lease of venue rating system <p style="text-align: right;">(ABC: PHP 703,000.00)</p>	1	
Date of Event		November 9, 2023		

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
FACTOR VALUE			

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring Entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

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 : _____

Organization Address : _____

Tel No. / Mobile No. and Email Address : _____