



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 : 8 May 2023
Project Title : Procurement of a Training Provider for Internal Quality Management Systems Audit Training
Reference No. : 2023-05-144
Total ABC : PhP 200,000.00
Submission Deadline: 16 May 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 PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and 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 Engagements
- Validity of the Proposal | Contact Details

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

PHILIPPINE NATIONAL OIL COMPANY (PNOC)

TERMS OF REFERENCE

ENGAGEMENT OF A TRAINING PROVIDER FOR THE CONDUCT OF AN INTERNAL QUALITY MANAGEMENT SYSTEMS (QMS) AUDIT TRAINING

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 9001:2015, ISO 14001:2015, and ISO 45001:2018 in the delivery of its priority government services.

Relative 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 by training new or prospective Internal Quality Management Systems Auditors (IQA) for ISO 9001:2015, to ensure that 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 the ISO 9001:2015 Standards, and enhance the knowledge and competence of the PNOC officials and employees through training, coaching, and other activities, for successful internal QMS audits. The requirements are as follows:

1. Must have been engaged and have successfully trained at least ten (10) government agencies and/or private companies on Internal Quality Management Systems Audit 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 audit.
 - Must have at least fifteen (15) years work experience in local and/or international companies engaged in consulting, training, and establishing Quality Management Systems for certification to the ISO 9001:2015 Standard.

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 Internal Quality Management Systems Audit training.
 - Must have attended at least any three (3) or a combination of Local and/or International Trainings on the ISO 9001:2015 Standard, to ensure their capacity to enhance the knowledge and competence of PNOC officers and employees on the said Standard.
4. Lead Trainor and Team Members shall report to the PNOC Head Office to conduct the training, face to face for two (2) days.
5. Must provide complete vaccination/booster card for COVID-19 prior to entering PNOC.
6. The Training Provider must possess international accreditation.

III. SCOPE, COVERAGE AND DELIVERABLES

1. The Training Provider shall provide the following training necessary to enhance the knowledge and competence of the PNOC officials and employees for the continued improvement of the PNOC Head Office', Energy Supply Base', and Industrial Park-Management Department's processes and certification to ISO 9001:2015.

Training/Workshop	No. of Participants	Duration
Internal Quality Management Systems Audit Training	30	3 whole days
<i>Lectures</i>		<i>2 days</i>
<i>Audit Simulation and Exam</i>		<i>1 day</i>

2. Bidder must submit the following:
 - Proposed training outline and time/duration for each topic
 - Methodology
 - Training Fee inclusive of all applicable government taxes (includes Professional fee and training materials)
 - Training Materials to be provided
 - *E-copy to be emailed to participants*
 - *1 hard copy of Training Materials/Presentation for PNOC file*
 - Certificates of Completion (to be prepared by PNOC and signed by Training Provider)
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 five (5) years, and ongoing training engagements, accompanied by copies of signed contracts of engagement, proposals, agreements, or any related document
- Validity of the Proposal
- Contact Details

IV. TARGET TRAINING SCHEDULE: 1st week of June, 2023

V. APPROVED BUDGET COST (ABC):

The Training Provider shall be paid the amount of PHP200,000.00 (TWO HUNDRED THOUSAND PESOS) 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

RATING CRITERIA

- Project** : Engagement of a Training Provider for the Conduct of an Internal Quality Management Systems (QMS) Audit Training Per ISO 9001:2015 Standards.
- Project Location** : PNOC Head Office, BGC, Taguig City
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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 training outline and defined outputs and methodology per Terms of Reference

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
Number of relevant hours of trainings --- Internal Auditing Course and/or Auditing Practices Group Guidance for 3rd Party Auditors ATTENDED to ensure the alignment of the course with actual internal QMS audit.	5%	Hours of training					
Lead Trainor	5%	Hours of training	1-5	6-10	11-15	16-20	More than 20
Number of relevant hours of trainings ATTENDED --- any one (1) or a combination of Local and/or International Trainings on the ISO 9001: 2015 Standard	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
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 standard	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 Audit 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 Internal Quality Management Systems (QMS) Audit Training (ISO 9001:2015) 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 for the defined outputs and methodology.

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Conduct of QMS Appreciation Trainings

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (₱)
1	lot	<p>PROCUREMENT OF A TRAINING PROVIDER FOR INTERNAL QUALITY MANAGEMENT SYSTEMS AUDIT TRAINING</p> <p>PROJECT JUSTIFICATION: 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>SCOPE OF WORK: 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 Standards, and enhance the knowledge and competence of the PNOC officials and employees through training, coaching and other activities, for the successful Internal QMS Audits.</p>	1	

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (₱)												
		<p>SCOPE, COVERAGE AND DELIVERABLES:</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.</p> <table border="0"> <thead> <tr> <th data-bbox="296 389 504 412">TRAINING/WORKSHOP</th> <th data-bbox="708 389 804 412">No. of Pax</th> <th data-bbox="983 389 1062 412">Duration</th> </tr> </thead> <tbody> <tr> <td data-bbox="296 412 555 465">Internal Quality Management Systems Audit Training</td> <td data-bbox="735 412 762 434">30</td> <td data-bbox="963 412 1078 434">3 whole days</td> </tr> <tr> <td data-bbox="376 495 453 517"><i>Lectures</i></td> <td></td> <td data-bbox="1002 495 1059 517">2 days</td> </tr> <tr> <td data-bbox="309 517 549 539"><i>Audit Simulation and Exam</i></td> <td></td> <td data-bbox="1002 517 1043 539">1 day</td> </tr> </tbody> </table> <p>2. Bidder must submit the following:</p> <ol style="list-style-type: none"> 1.) Proposed training outline and time/duration for each topic 2.) Methodology 3.) Training Fee inclusive of all applicable government taxes (includes Professional fee and training materials) 4.) Training Materials to be provided *E-copy to be emailed to participants *1 hard copy of Training Materials/Presentation for PNOC file 5.) Certificate of Completion (to be prepared by PNOC and signed by Training Provider) <p>3. The Bidder must submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1.) Company Profile 2.) Certificate of Registration 3.) International Accreditation 4.) Awards 5.) Curriculum Vitae of Lead Trainor and Team Members who will conduct the training 6.) List of relevant training engagements, both in the public and private sector in the last five (5) years and ongoing training engagements, accompanied by copies of contracts of signed contracts of engagement, proposals, agreements, or any related document. 7.) Validity of the Proposal 8.) Contact Details <p>ABC: PhP200,000.00 APP:</p>	TRAINING/WORKSHOP	No. of Pax	Duration	Internal Quality Management Systems Audit Training	30	3 whole days	<i>Lectures</i>		2 days	<i>Audit Simulation and Exam</i>		1 day		
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Internal Quality Management Systems Audit Training	30	3 whole days														
<i>Lectures</i>		2 days														
<i>Audit Simulation and Exam</i>		1 day														
Delivery Schedule:		1 st Week of June, 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 : _____