



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 August 2024
Project Title	:	PNOC Partners' Night 2024: Lease of Venue and Procurement of Catering and Other Services
Reference No.	:	2024-08-122
Total ABC	:	PhP 700,000.00
Submission Deadline	:	03 September 2024 / 09:00 AM

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
- 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)
- Latest Income/Business Tax Return

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 / cfc_melo@pnoc.com.ph.

Thank you.


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



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Lot No.	UOM	Technical Specifications	QTY	TOTAL AMOUNT (P)
1	lot	PNOC Partners' Night 2024: Lease of Venue and Procurement of catering and Other Services (Please refer to the Terms of Reference)	1	
Total amount of ABC: Php700,000.00				
Contract Duration:		November 8, 2024, will start at 4:00 PM (time of booking is nine (9) hours)		
Venue Location:		Within Bonifacio Global City, Taguig City		

TERMS OF REFERENCE

PNOC PARTNERS NIGHT 2024: LEASE OF VENUE AND PROCUREMENT OF CATERING AND OTHER SERVICES

1. EVENT OVERVIEW

In celebration of its 51st anniversary, the Philippine National Oil Company (PNOC) will commemorate this milestone on **November 8, 2024**, under the theme "**PNOC Pivoting to Three Strategic Roles in 2024.**" This theme highlights PNOC's strategic shift towards energy security and sustainability, infrastructure development, and innovation and technology, aiming to position PNOC as a key player in the evolving energy landscape, ready to tackle future challenges and seize new opportunities.

2. EVENT SCOPE

1. Venue (Banquet Round Table Setup)
2. Catering Services
3. Additional service provisions

3. MINIMUM REQUIREMENTS

- Business Permits;
- Electronically Filed Income or Business Tax Return [Filed through the BIR Electronic Filing and Payment System (eFPS)], or Annual Income or Business Tax Return and;
- PhilGEPS Registration Number.

4. DURATION AND DATES OF ASSIGNMENT

The Anniversary Program will be on **November 8, 2024 (Friday)**. The time of booking is 9 hours and will start at **4:00PM**.

The venue should be available the day before the event to allow sufficient preparation time.

The engagement of the service provider begins with the issuance by PNOC of the Notice to Proceed (NTP). After the issuance of the NTP, PNOC and the service provider shall coordinate with each other for the other arrangement for the activity, two months before the event.

5. DETAILED REQUIREMENTS

5.1. EVENT VENUE

1. Capacity- The venue must comfortably accommodate **300 guests** seated at round tables with additional requirement such as AV control booth, stage platforms, backstage and a foyer for cocktails and registration.
2. VIP holding area- A private holding area for VIPs, such as a guest of honor like the President or First Lady.
3. Holding Room for Working Committee and Vendors- A shared holding room for the working committee of PNOC and event vendors. Should be available starting from setup time.
4. Holding Room for Performers
5. Generator Set (GenSet)
6. Location – Must be located within BGC
7. Seating arrangement
 - Banquet Round Table Style for dining, seating 10 guests per table (w/ Lunch Menu and Seating Guide); Ratio of at least 1:1 (1 waiter per table).
 - Cocktail tables for standing networking areas (at least 15 tables).
 - Comfortable seating areas for casual interactions.
8. Stage Setup [At least 12 x 24 ft. (2 ft. Height)]
 - Podium with a microphone for speeches.
 - Large backdrop with company branding and partner logos.
 - Appropriate lighting to highlight the stage area.
9. Decoration
 - Theme: Elegant and professional, reflecting the company's brand.
 - Color Scheme: PNOC theme colors integrated throughout the venue.
 - Centerpieces: Fresh floral arrangements in the center of each dining table.
 - Signage: Welcome banners standee at the entrance; directional signs to guide guests to various sections (from drop off area, parking area leading up to the event space); Partner logos displayed prominently around the venue.
 - Provision for Electronic Signage.

- Lighting: Soft lighting to create a warm and inviting atmosphere; Adjustable lighting to match different parts of the event (e.g., brighter during speeches, softer during dinner); Spotlight on the stage for speeches and presentations; Decorative lighting to enhance key areas such as the entrance, buffet tables, and photo booth.
- The option to have a red carpet for the event.

10. Additional Elements

- Welcome desk (IBM tables and chairs) for guest check-in and information.
- Provide attendants for guest assistance.
- Strong internet connection (At least 50 mbps Wi-Fi).
- Sound system, at least four (4) wireless microphones, at least two (2) extension cords and at least one (1) audio jack.
- Projector screen/s and table for LCD projector.
- Provision of Technical Support (all ingress and egress, set-up and Program Proper).

5.2. CATERING SERVICES

1. Plated dinner with multiple options. For VIPs, served with 4-course meal and Buffet styles for non-VIPs.

- Appetizers: A variety of canapés, including vegetarian and seafood options. Display stations with cheese platters, charcuterie boards, and fresh fruits.
- Main Course: Protein (Chicken, beef, fish, and vegetarian dishes); Sides (Seasonal vegetables, salads, bread rolls, and various sauces); Desserts (Assorted pastries, cakes, and fruit platters).
- Beverages: Welcome Drinks (Sparkling wine, signature cocktails, and mocktails upon arrival); Beverage Stations (Selection of wines, beers, soft drinks, and juices); free-flowing coffee and tea station with a variety of teas and freshly brewed coffee.

2. Provision of Grazing Table (with assorted cheese with crackers, cured meat, nuts, canapes, quiche, pizzas and others).

Other notes:

- Chef can prepare a special customized menu based on the specific requirement of PNOC.
- Menu adjustment is allowed.
- Provision of waive fees for (20) number of bottles of wines.

6. APPROVED BUDGET FOR CONTRACT (ABC)

Budget: Php 700,000 (inclusive of all applicable taxes and all other charges).

7. PAYMENT DETAILS

Payment of the venue and services rendered must follow the government procedure through a send bill arrangement.

8. RESPONSE TO COVID-19

The Service Provider shall ensure that its deployed employees are fit to work and are not infected with the Covid-19. Personnel with Covid-19 like symptoms shall be immediately isolated and shall not be allowed to report for work. Service Providers are also mandated to comply with the Department of Health (DOH) and other government agency protocols in the management of the health and safety of its deployed workers.

9. EVALUATION PROCEDURE

The contract will be awarded to the bidder that has met the requirements indicated in this TOR and who has been determined by PNOC as the Lowest Calculated and Responsive Bid (LCRB).

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: Passing Rate is 70.00%

10. OWNERSHIP OF THE PROJECT

All materials for this Project shall be exclusive property of the PNOC. The use/or reproduction, in whole or in part, shall be undertaken only after express approval of PNOC.

All materials produced for the Project shall be turned over to PNOC and may be used by PNOC for other public awareness projects/campaigns even beyond the scope of this Project, at no additional cost to PNOC. The PNOC may use any and/or all the materials produced for the Project in perpetuity for purposes and for other platforms it deem fit, other than the original formats used; and beyond the engagement with the service provider

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: 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 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.