



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 : **04 November 2024**
Project Title : **Provision of Venue, Food, and Accommodation for the Year-End Board Planning Workshop on November 18-20, 2024**
Reference No. : **2024-11-184**
Total ABC : **PhP 418,000.00**
Submission Deadline : **08 November 2024 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

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

Electronic Mail; or Password-protected PDF copy to email address:

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)
- Price Quotation / Proposal and Compliance Form

Additional Requirements:

- Proposed Food Menu

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 / crgevacio@pnoc.com.ph.

Thank you.

(SGD)

ATTY. JOSEPHINE CASSANDRA J. CUI

Chairperson

Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Year-end Board Planning Workshop

LOT	UM	TECHNICAL SPECIFICATION/S	QTY	TOTAL AMOUNT (P)
1	lot	Provision of Venue, Food, and Accommodation for the Year-end Board Planning Workshop on November 18-20, 2024 (Please refer to the Terms of Reference)	1	
Total amount of ABC: PhP 418,000.00				
Contract Duration:		November 18-20, 2024		
		Quoted price should be VAT inclusive.		
		Awarding on per lot basis/one (1) lot		

TERMS OF REFERENCE

**Venue, Board and Lodging and Other services for the
Conduct of the Board of Directors' Year-End Board Planning Workshop on
November 18 to 20, 2024**

I. Background

In line with PNOC's new vision, mission, and 3 Arrows Strategy, it is essential for the PNOC Board of Directors (BOD) to be equipped with the necessary knowledge and skills that will enable them to pursue and advance PNOC's flagship and high-impact initiatives.

To help further realize PNOC's long-term vision and ensure the attainment of PNOC's roles as a catalyst for emerging technologies, a service provider for government entities, and a social enterprise for Off Grid areas, the PNOC Board has determined the need for a Year-End Board Planning Workshop to be conducted on November 18 to 20, 2024.

The BOD Year-End Board Planning Session will also incorporate a Board Meeting and a visit to PNOC's Energy Supply Base (ESB) in Mabini, Batangas.

II. Duration

The BOD's Year-End Board Planning Workshop will be on November 18 to 20, 2024 (Monday - Wednesday).

III. Venue

The event venue should be situated in Batangas, and should meet the necessary items and services provided in this Terms of Reference.

IV. Scope of Item/Services

- Provision of rooms good for 18-20 pax (10 single rooms, 3 sharing rooms for secretariat; drivers' room);
- Complimentary provision of bottled water and toiletries;
- One (1) Function room;
- Meals (breakfast, lunch, and dinner) will be provided for 20 pax throughout the event, starting with lunch on November 18 and concluding with breakfast on November 20;
- Provision of menu upon submission of bidding documents;
- Free-flowing coffee, tea, water;
- Strong internet connection within the premises of the building;
- Complimentary parking spaces;
- Good lighting inside the function room/conference hall;
- Sound system, podium, microphones, extension cords, audio jack;
- White boards and markers, pads, pens, pencils; and
- Provision of technical support staff on standby for the equipment rented.

V. Approved Budget for Contract (ABC)

Budget: ₱418,000.00 (inclusive of all applicable taxes and all other charges)

VI. Payment Details

Payment of the service incurred must follow the government procedure through send bill arrangement.

VII. Evaluation Procedure

Bids received will be evaluated based on a Pass or Fail criteria as well as on the Rating Factors for Lease Venue. 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%

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 : _____

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.