



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 : **July 25, 2022**
Project Title : **Hiring of Musical Director for 2022**
Reference No. : **2022-07-172**
Total ABC : **PhP168,000.00**
Submission Deadline: **AUG. 1, 2022 / 10:00 AM**

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 hdvallano@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)
- Omnibus Sworn Statement (Unnotarized) copy may be submitted prior to submission

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.

EVANGELINE B. ALBAYTAR

Chairperson

Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

HIRING OF MUSICAL DIRECTOR FOR 2022

| Item No. | UOM | Technical Specifications | QTY | Total Amount (Php) |
|---------------------------------|-----|---|-----|--------------------|
| 1 | lot | <ul style="list-style-type: none"> ● Musical Director to provide services as detailed in the attached Terms of Reference (TOR). Schedule of rehearsal shall be 2 hours per session, twice a week on days as may be mutually agreed upon by PNOC and the Musical Director. - Contract Duration: 5 months (01 August to 31 December 2022) | 1 | |
| | | - Fee: Monthly fee – Php30,000/month or Php150,000.00 for the 5 month period EXCLUSIVE OF VAT | | |
| | | - Extra Rehearsal: Php3,000/extra rehearsal EXCL of VAT | | |
| | | - Outside Event: Php3,000.00/event EXCL of VAT | | |
| TOTAL ABC: Php168,000.00 | | | | |

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.
- 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 : _____



PHILIPPINE NATIONAL OIL COMPANY
PNOC Building 6, Energy Compound, Rizal Drive, BGC, Taguig City

**TERMS OF REFERENCE
FOR THE HIRING OF A MUSICAL DIRECTOR**

I. SCOPE OF WORK:

The services of the Musical Director shall include the following:

- Select and plan the specific music that the Singing Group will perform.
- Work to fully utilize the talents and skills of the members of the group to best display their abilities.
- Rehearse and train the members to improve their skills and prepare for performances.
- Provide the accompaniment for the performances with an instrument of his own.
- Provide the members of the Singing Group with copies of the musical pieces and study voice guide for their learning and mastery of songs
- Direct the Singing Group during rehearsals for performances to achieve desired effects such as tonal and harmonic balance, dynamics, rhythm, tempo and shading
- Identify and recommend special logistical requirements for performance
- In coordination with PNOC, the Musical Director shall coordinate performances of the PNOC Singing Group, ensuring that the Singing Group is ready and prepared for performances, particularly, during corporate events and performances where the Singing Group shall represent PNOC.

ii. VENUE AND SCHEDULE

Trainings, practices or rehearsals shall be conducted at PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City.

Generally, the services shall be rendered at least twice a week, two hours per session (from 11 am to 1 pm) for regular rehearsals/trainings, on days as may be mutually agreed upon by PNOC and the Musical Director. However, the frequency may be increased should more days be required in preparation for corporate events where the Singing Group shall be performing. Moreover, the schedule may be adjusted due to justifiable reasons, such as but not limited to inclement weather conditions, government office work suspension, corporate requirements or affairs, holidays or similar events.

III. CONTRACT PERIOD:

The Musical Director shall provide his services beginning on 1 August 2022 to 31 December 2022.

IV. FEE

The fee shall in an amount inclusive of all costs and expenses of the Musical Director, including, any out-of-pocket expenses.

ABC = Php168,000.00 inclusive of VAT