



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 : **24 February 2025**
Project Title : **Procurement of Resource Speaker for the Facilitation of Risk Assessment Workshop**
Reference No. : **2025-02-046**
Total ABC : **PhP 200,000.00**
Submission Deadline : **04 March 2025 / 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:

- A detailed proposal outlining their work plan for conducting the Risk Assessment Workshop.
- A copy of the resource person's CV or company profile, demonstrating relevant qualifications and experience.
- A financial proposal, including breakdown of fees.

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.

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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Procurement of Resource Speaker for the Facilitation of Risk Assessment Workshop

LOT	UM	TECHNICAL SPECIFICATION/S	QTY	TOTAL AMOUNT (P)
1	lot	Procurement of Resource Speaker for the Facilitation of Risk Assessment Workshop (Please refer to the Terms of Reference)	1	
Total amount of ABC: PhP 200,000.00				
Contract Duration:		One (1) month. The contract duration is pro-rated subject to the actual start of the contract.		
Delivery Place:		PNOC-Main Office, BGC, Taguig City.		
		Quoted price should be VAT inclusive.		
		Awarding on per lot basis/one (1) lot		

TERMS OF REFERENCE

Procurement of Resource Speaker for the Facilitation of Risk Assessment Workshop

1. Background

The Philippine National Oil Company (PNOC) is a government-owned and controlled corporation (GOCC) with a core mandate to contribute to the nation's energy sector. Committed to upholding the highest standards of safety, integrity, operational efficiency, and risk management, PNOC continuously strives to strengthen its operational framework.

In line with this mission, the company is seeking a qualified resource person to facilitate a **Risk Assessment Workshop**. The workshop will focus on identifying, evaluating, and mitigating risks associated with PNOC's operations and strategic objectives. The insights gained will empower the company to refine its Comprehensive Risk Assessment and Management (CRAM) tool and enhance its decision-making processes, ensuring long-term resilience in an increasingly complex and dynamic energy landscape.

2. Objectives

The primary objectives of the Risk Assessment Workshop are:

- To conduct a risk assessment workshop for PNOC with a focus on critical operational, financial, strategic, and compliance risks using PNOC CRAM tool.
- To identify and evaluate potential risks associated with current and future business operations, projects, and external factors.
- To enhance the company's risk assessment practices and ensure proactive identification and mitigation of risks.
- To provide practical recommendations and action plans that can be integrated into the company's overall risk management strategy.
- To present actual cases where PNOC can effectively identify, mitigate, and manage potential risks that may arise in its operations and businesses.

- To provide effective methods, practices, and strategies in risk analysis, monitoring, and mitigation.

3. Scope of Work

The scope of work for the resource person will include, but is not limited to, the following activities:

1. Pre-Workshop Activities:

- Review of the company's existing CRAM Tool.
- Initial meetings with key stakeholders to understand the company's operations, risk concerns, and strategic objectives.
- Preparation of risk assessment materials, including risk matrices, templates, and other necessary documentation.

2. Workshop Facilitation:

- Organize and facilitate a series of interactive and structured sessions with senior management, project leads, risk monitoring team, and other key stakeholders.
- Lead discussions on risk identification, categorization, and prioritization.
- Encourage open dialogue and ensure that all potential risks are identified and thoroughly analyzed.

3. Post-Workshop Activities:

- Analyze the outcomes of the workshop and compile a detailed report.
- Provide practical recommendations for mitigating identified risks and integrating risk management practices into business operations.
- Present the findings to senior management and key stakeholders.

4. Deliverables

The resource person will provide the following deliverables:

1. Risk Assessment Presentation and Workshop Materials

2. Workshop Summary Report – A detailed report summarizing the outcomes of the workshop, including:

- A list of identified risks.
- An evaluation of the risks based on likelihood and impact.
- Recommendations for risk mitigation strategies.

3. Action Plan – A set of actionable recommendations and next steps for implementing risk mitigation strategies.

4. Final Risk Assessment and Management Update – A refined and updated risk assessment and management that integrates the workshop outcomes.

5. Certificate of Participation - Provide certificate of participation for all attendees of the workshop.

5. Duration and Timeline

The duration of the assignment is expected to be one (1) month, with the following key milestones:

- **Pre-Workshop Activities:** One (1) week, including document review and stakeholder meetings.
- **Risk Assessment Workshop:** From March to Mid-April 2025, with a duration of two (2) whole days per session.

- **Post-Workshop Activities and Reporting:** Two (2) weeks, including analysis of workshop outcomes and final report submission.

The final report and action plan should be submitted to PNOC no later than April 30, 2025.

6. Qualifications and Experience

The selected resource person should meet the following qualifications and experience criteria:

- A degree in a relevant field (e.g. Engineering, Business Administration, Energy Business, Environmental Sciences, or related disciplines).
- At least 5 years of experience in risk assessment and management.
- Proven experience facilitating risk assessment workshops for large organizations or companies.
- Strong knowledge of risk management frameworks, methodologies, and tools.
- Excellent facilitation, communication, and interpersonal skills.
- Experience in preparing clear, actionable reports and presentations for senior management.

7. Reporting and Coordination

The resource person will report directly to Department Manager A of the Strategy Management Office. The resource person will also coordinate with various departments, including operations, safety, legal, finance, and strategic planning, as necessary.

Regular progress updates will be required, with a formal status report submitted at each key milestone.

8. Budget and Payment Terms

The total budget allocated for this assignment is Two Hundred Thousand Pesos (Php200,000.00) inclusive of transportation and out-of-pocket expenses. The payment will be made after acceptance of the final Risk Assessment Report.

All payments will be made upon receipt of an invoice, subject to the approval of the deliverables by PNOC.

9. Submission Requirements

Interested resource person should submit the following documents:

1. A detailed proposal outlining their work plan for conducting the Risk Assessment Workshop.
2. A copy of the resource person's CV or company profile, demonstrating relevant qualifications and experience.
3. A financial proposal, including breakdown of fees.

10. Evaluation Criteria

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 all required documents, which shall serve as the basis of selection. The relevant experience, qualifications, and financial proposals shall be evaluated based on the weight of 45%, 40% and 15% allocation, respectively.

Relevant Experience (45%)

The interested bidders shall provide their relevant experiences in conducting Risk Assessment Workshops and relevant trainings attended.

Years of consultant/company’s relevant experiences

Criteria	Weight	Unit of Measure	Points		
			5	10	15
Number of relevant years as a consultant / company conducting Risk Assessment / Management Workshops / Trainings	45%	Number of years	1-2	3-4	5 or more

Qualifications of Resource Person (40%)

The interested bidders shall provide their Curriculum Vitae (CV) or resume to prove their qualifications as a resource person for a Risk Assessment Workshop.

Criteria	Weight	Unit of Measure	Points				
			8			15	
Educational Attainment	20%	Degree	Bachelor’s Degree in a relevant field			Master’s Degree in a relevant field	
			3	6	9	12	15
Number of relevant hours of trainings / workshops attended on Risk Assessment / Management (<i>provide copy of certifications</i>)	20%	Number of trainings	20-29	30-39	40-49	50-59	60 or more

Financial Proposal (15%)

Formula: (lowest financial bid / financial bid of bidder) X 15%

11. Confidentiality

All information shared with the resource person during the course of the assignment is confidential and must not be disclosed to third parties without prior written consent from PNOC.

12. Conclusion

This Terms of Reference outlines the scope, objectives, and expectations for the Risk Assessment Workshop to be conducted by a resource person. PNOC seeks a highly qualified resource person with proven expertise in risk management to deliver a thorough and insightful assessment. The outcomes of this engagement will play a key role in strengthening the company's risk assessment and management strategy and enhancing operational resilience.

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.