



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://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 : **06 March 2025**  
Project Title : **Training on the New Government Procurement Act (RA No. 12009)**  
Reference No. : **2025-03-058**  
Total ABC : **PhP 100,800.00**  
Submission Deadline : **11 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; Portable Document Format (PDF) copy to email  
or  
address: [newprocurement@pnoc.com.ph](mailto: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 Training Outline and Methodology
- Curriculum Vitae
- Certificate of Registration (BIR 2303)

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 Local 5129 or send email to [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) / [ergenoso@pnoc.com.ph](mailto:ergenoso@pnoc.com.ph).

Thank you.

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



**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**TRAINING ON THE NEW GOVERNMENT PROCUREMENT ACT (RA NO. 12009)**

<b>ITEM NO.</b>	<b>UM</b>	<b>TECHNICAL SPECIFICATION/S</b>	<b>QTY</b>	<b>UNIT PRICE (P)</b>	<b>TOTAL AMOUNT (P)</b>
<b>1</b>	<b>Lot</b>	<b>Training on the New Government Procurement Act (RA No. 12009)</b>  <i>Please refer to attached Terms of Reference (TOR)</i>	<b>1</b>		
<b>Delivery Schedule:</b>		March 14 and 21, 2025			
<b>Delivery Place:</b>		PNOC-Main Office, BGC, Taguig City			
		Quoted price should be VAT inclusive.			
		Awarding per lot item			

**TERMS OF REFERENCE**

**TRAINING ON THE NEW GOVERNMENT PROCUREMENT ACT (RA NO. 12009)**

**I. BACKGROUND:**

The New Government Procurement Act (Republic Act No. 12009), signed into law on April 8, 2021, aims to enhance the transparency, efficiency, and accountability of government procurement processes in the Philippines. To ensure PNOC's compliance and improve its procurement practices, there is a need to provide comprehensive training to its Bids and Awards Committee (BAC), Technical Working Groups (TWGs), and end-users.

**II. OBJECTIVES:**

The primary objective of this engagement is to equip PNOC personnel with the necessary knowledge and skills related to the New Government Procurement Act (RA 12009), focusing on public bidding, new modalities, procurement planning, and specification drafting.

**III. SCOPE OF WORK:**

The selected Subject Matter Expert (SME) will:

- **Conduct a two-day training/workshop** on the "Application of the New Government Procurement Act (RA 12009)."
- **Deliver lectures and presentations** to enhance the knowledge and competence of PNOC's BAC, TWGs, and end-users.
- **Cover topics** including public bidding, new modalities, procurement planning, and specification drafting, as mandated by RA 12009.

#### IV. DELIVERABLES:

The SME shall provide the following deliverables:

- Proposed Training Outline
- Methodology
- Training Materials
- E-copy of Training Materials: An electronic copy of the training materials to be emailed to all participants.

#### V. LOGISTICS:

- **Transportation:** The SME will be responsible for their own transportation arrangements and costs.
- **Training Venue:** PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC):

- One Hundred Thousand Eight Hundred Pesos (Php100,800.00)

#### VII. EVALUATION OF PROPOSALS

The technical and financial proposals of the eligible consultant shall be evaluated using the Quality-Cost Base Evaluation pursuant to pertinent provisions of RA 9184. The rating breakdown shall be as follows:

Criteria/ Particulars	Maximum number of points that could be awarded to a bid
<b>I. Technical Proposal Evaluation</b>	<b>80</b>
A. Consultant Qualification (Educational Attainment and Work Experience)	40
B. Technical Proposal (Proposed Training Outline and Methodology)	40
<b>II. Financial Proposal Evaluation</b>	<b>20</b>
<b>Total</b>	<b>100</b>

#### *Technical Proposal Evaluation:*

Prospective bidders shall be rated in two (2) qualifications criteria: **Educational Attainment and Work Experience**. A rating of 0 points in any of the criteria means the automatic disqualification of the bidder. The breakdown is as follows:

#### **A. Educational Attainment - 16 Points**

Criteria	Unit of Measure	Points		
		8	12	16
Educational Attainment	Highest Level of Educational Attainment	BS	MS	PhD

#### **B. Work Experience - 24 Points**

Criteria	Unit of Measure	Points		
		16	20	24
Number of relevant hours of trainings/ workshops	Number of training hours	Less than 40	40-59	60 or more

facilitated on Government Procurement				
---------------------------------------	--	--	--	--

**Technical Proposal – 40 points**

The rating for the technical proposal shall be as follows:

A. Proposed Training Outline		
Rating	Points	Description
Very Good	20	In addition to the description under 'good', the proposed training outline is comprehensive, detailed, and logically structured. It demonstrates a deep understanding of RA 12009 and its Implementing Rules and Regulations (IRR). The outline presents an innovative and efficient approach to achieving the training objectives, reflecting state-of-the-art knowledge and practices in procurement training.
Good	15	The proposed technical outline is discussed in detail and is specifically tailored to the objective of the training. The submission is flexible enough to allow it to adapt to changes that may occur during the course of the engagement.
Fair	10	Only a general discussion of the proposed training outline was provided by the bidder. The submission, despite being adequate, does not specifically address the requirements as outlined in the Terms of Reference.

B. Methodology		
Rating	Points	Description
Very Good	20	The methodology demonstrates a comprehensive understanding of learning principles and best practices, incorporating innovative and interactive techniques tailored to the specific needs of the participants and the content of RA 12009 New Government Procurement Act. The methodology includes a clear and detailed plan for assessing learning outcomes and providing feedback to participants. The bidder has clearly demonstrated how their methodology will maximize engagement, knowledge transfer, and practical application of the new procurement procedures.
Good	15	The methodology is well-defined and appropriate for the training on RA 12009 New Government Procurement Act. It incorporates adult learning principles and utilizes a variety of training techniques. The methodology includes a plan for assessing learning outcomes and providing feedback to participants.
Fair	10	The methodology is generally adequate but may lack depth or innovation in its approach. It may not fully address the specific needs of the participants or the complexities of RA 12009, the New Government Procurement Act. The plan for assessing learning outcomes and providing feedback may be less detailed.

**Financial Proposal Evaluation – 20 points**

The Bidder/Bidders who quoted a Financial Bid equal to or less than the approved budget for the contract (ABC) shall get 20 points. Bidders who quoted a Financial Bid more than the ABC shall be rejected/disqualified.

All ABC-compliant bids shall be ranked, with the lowest bid ranking first and getting the full rating of 20. Rating for other bids (Bidder N) shall be determined using the following formula:

$$\frac{\text{Lowest Financial Bid}}{\text{Financial Bid of Bidder N}} \times 20$$

PNOC shall not be bound to accept the lowest or any other Bid or to assign any reason for non-acceptance or rejection of a bid. PNOC reserves the right to accept any bid in respect of the whole or any portion of the work specified in the submitted bid.

**VIII. CONTRACT DURATION:**

- Two (2) days, March 14 and 21, 2025.
- Two hours per session.

**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**

- Interested bidders must submit proposal/quotation in a single file portable document format (PDF) via email address [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)

File format should be:

RFQREFERENCENO\_NAME OF THE COMPANY.pdf  
*Example: RFQ202401001\_XYZCompany.pdf*

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- The subject line must indicate the RFQ Reference Number
- The email body must include the following details:
  - Project Title
  - Name of the company and its authorized representative
  - 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.

- Bidders will be immediately notified via email of the receipt of the proposal/quotation.
- Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
- A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders upon request.
- 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.
- 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.

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

---

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

***[Jurat]***  
*[Format shall be based on the latest Rules on Notarial Practice]*