



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 : **November 16, 2023**
Project Title : **Venue, Board and Lodging and Other Services for the VAC Strategic Planning Session**
Reference No. : **2023-11-234**
Total ABC : **PhP665, 000.00**
Submission Deadline : **November 21, 2023 / 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 cdbbool@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
- 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.

Thank you.


ATTY. GRACIELA M. BARLETA
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Venue, Board and Lodging and Other Services for the VAC Strategic Planning Session

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	<p>Venue, Board and Lodging and Other Services for the VAC Strategic Planning Session</p> <p><u>Scope of Items/Services</u></p> <ul style="list-style-type: none"> *Complimentary use of function room and amenities. *Provisions of rooms good for 38 pax (1 single room and the rest is 2-3 bed sharing) *Complimentary provision of bottled water and toiletries. *One (1) function room good for 38 pax (social distancing considered) *AM or PM snacks and buffet breakfast, lunch, and dinner for 38 pax. *Free-flowing coffee or tea, water *Backdrop and tarpaulin/digital board *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 *Three (3) projector screen/s and table for LCD projector as part of its conference package *White boards and markers, pads, pens, pencils, mints and candies *Use of swimming pools *Teambuilding activities to be conducted with facilitator *Provision of technical support for the equipment's rented *Provision of shuttle service from the office going to the venue vice versa <p><i>Note: Please see attached Terms of Reference</i></p> <p>(ABC: PhP665,000.00)</p>	1	
Contract Duration:		November 29, 2023 - December 1, 2023		
Venue Location :		Within Calamba City, Laguna Province		

DETAILED TERMS OF REFERENCE

Venue, Board and Lodging and other services for the conduct of 2023 Vision Aligned Circle Strategic Planning Session (VAC SPS) on November 29 – December 1, 2023

I. Background

As part of our strategy execution, PNOC President Oliver B. Butalid has initiated a Vision Aligned Circle (VAC) comprising eight project initiatives aimed at elevating PNOC to the next level namely:

- Rooftop Photovoltaic Solar Power
- Electric Vehicle Fast Charger
- Area 7
- Best Use of Minor Properties
- The Everything Energy (TEE) Platform
- Campus Advocacy
- Lean Culture
- Intrapreneurial Culture

The objective of this VAC is for PNOC, 2024 will no longer be “business as usual”. But will collectively pursue new paths that will:

- Attain the vision Statement;
- Ensure Sustainable Income;
- Transform the Organizational Culture; and
- Build Stronger Alliances.

This initiative will demonstrate the synergy that is possible when inter-department cooperation is enhanced. Also, enhanced job satisfaction by discovering divergent learning paths; improve personal productivity through better time use; and enable PNOC to regain institutional pride as a pivotal player in nation building.

II. Minimum Requirements

1. Business Permits
2. 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
3. PhilGEPS Certificate of Registration

III. Duration

The VAC Strategic Planning session will be on November 29 – December 1, 2023 (Wednesday - Friday). The engagement of the service provider begins with the issuance by PNOC of the Notice to Proceed (NTP). Within two (2) working days after the issuance of the NTP, PNOC and the service provider shall coordinate with each other for the other arrangement for the activity.

IV. Venue

The conduct of the activity will take place within Calamba City, Laguna Province.

V. Scope of Item/Services

Complimentary use of function room and amenities:

- Provision of rooms good for 38 pax (1 single room and the rest is 2-3 bed sharing)
- Complimentary provision of bottled water and toiletries
- One (1) Function room good for 38 pax (social distancing is considered)
- AM or PM Snacks and Buffet Breakfast, Lunch and Dinner good for 38 pax (please take note that the start of meal on day one will be PM Snacks and on the last day will serve Lunch)
- Free-flowing coffee or tea, water
- Backdrop and Tarpaulin / Digital Board
- 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
- Three (3) Projector screen/s and table for LCD projector as part of its conference package
- White boards and markers, pads, pens, pencils, mints and candies
- One time use of Videoke Machine (to be set-up in the function room)
- Use of swimming pools
- Teambuilding activities to be conducted with Facilitator (additional charge may apply)
- Provision of technical support for the equipment's rented
- Provision of shuttle service from the office going to the venue vice versa.

VI. Approved Budget for Contract (ABC)

Budget: ₱ 665,000.00 (inclusive of all applicable taxes and all other charges)

VII. Payment Details

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

VIII. 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.

IX. Evaluation Procedure

Bids received will be evaluated based on a Pass or Fail criteria. The contract will be awarded to the bidder that has met ALL the requirements indicated in this TOR and who has been determined by PNOC as the Lowest Calculated and Responsive Bid (LCRB).

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Please put a check mark under the applicable column (Compliant or Non Compliant) for each item/requirement listed below:

REQUIREMENT	COMPLIANT	NON-COMPLIANT
1. Mayor's/Business Permits		
2. PhilGEPS Registration Number		
3. Signed Terms of Reference/Technical Specifications Sheet		
4. Latest Income/Business Tax Return		

Note: Actual requirements may change /increase after planning sessions with PNOG

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 : _____

**DOCUMENTARY REQUIREMENT
ALTERNATIVE METHODS OF PROCUREMENT
LEASE OF REAL PROPERTY AND VENUE**

**RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL
RATES**

TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

	RATING FACTORS	WEIGHT (%)	RATING
I.	Location and Site Condition		
	1. Accessibility	(25)	
	2. Topography and Drainage	(20)	
	3. Sidewalk and waiting shed	(15)	
	4. Parking space	(15)	
	5. Economic potential	(10)	
	6. Land classification, utilization, and assessment	(10)	
	7. Other added amenities	(5)	
		100	
II.	Neighborhood Data		
	1. Prevailing rental rate	(20)	
	2. Sanitation and health condition	(20)	
	3. Adverse Influence	(15)	
	4. Property utilization	(15)	
	5. Police and fire station	(15)	
	6. Cafeterias	(10)	
	7. Banking/postal/telecom	(5)	
		100	
III.	Real Property		
	1. Structural condition	(30)	
	2. Functionality		
	a. Module	(6)	
	b. Room arrangement	(6)	
	c. Circulation	(6)	
	d. Light and ventilation	(6)	
	e. Space requirements	(6)	
	3. Facilities		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Elevators	(6)	

	RATING FACTORS	WEIGHT (%)	RATING
	d. Fire escapes	(6)	
	e. Firefighting equipment	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
		100	
IV.	Free Services and Facilities		
	1. Janitorial and security	(20)	
	2. Air conditioning	(20)	
	3. Repair and maintenance	(20)	
	4. Water and light consumption	(20)	
	5. Secured parking space	(20)	
		100	
I.	Location and Site Condition	$53 \times (.20) =$	
II.	Neighborhood Data	$55 \times (.20) =$	
III.	Real property	$85 \times (.50) =$	
IV.	Free Services and Facilities	$75 \times (.10) =$	
	FACTOR VALUE		

Note: Passing score is 70.00%