



## 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 : **14 October 2024**  
Project Title : **Real Estate Property Consultant for Multi-Sectoral Market Study for the Redevelopment of the PNOC Energy Center Property**  
Reference No. : **2024-10-159**  
Total ABC : **PhP 700,000.00**  
Submission Deadline : **22 October 2024 / 9:00 AM**

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

**Electronic Mail; Password-protected PDF copy to email address:**  
[newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)  
**Or Physical Submission Sealed envelope to PNOC Procurement Management Division at the above address**

#### Documentary Requirements:

- Signed Price Quotation / Proposal and Compliance Form
- 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 the award or before the payment)
- Latest Income / Business Tax Returns
- Certificate of Registration and By-laws (SEC / DTI)
- Statement of Completed and On-going Contracts showing the earliest and latest study made (to specify similar scope/study for Makati Central Business District/BGC/any other business districts within the country, if any)
- Certificates of completion/acceptance of the real estate studies prepared by the firm from clients or any other acceptable proof (OR representing final pay)
- Number of experts / researchers for the project
- Curriculum Vitae per expert for all involved in project indicating:
  - 1) Experience in the preparation of market and special studies covering real estate (proof: statement of projects completed per expert – minimum of 1 real study per year).



- 2) Copy of Diploma (undergraduate/post graduate).
- 3) Copy of Certificates of completion of trainings/seminars/short courses) .

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](mailto:newprocurement@pnoc.com.ph) / [rgvergara@pnoc.com.ph](mailto:rgvergara@pnoc.com.ph).

Thank you.

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

  
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## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

LOT NO.	UOM	DESCRIPTION	QTY	BID AMOUNT (P)
1	lot	<b>Real Estate Property Consultant for Multi-Sectoral Market Study for the Redevelopment of the PNOC Energy Center Property</b>	1	
<b>TOTAL &gt; &gt; &gt; (inclusive of 12% VAT and all applicable taxes)</b>				<b>P</b>
<b>ABC: PhP 700,000.00</b>				
Project Location:		PNOC Energy Center, Rizal Drive, BGC, Taguig City		

### TERMS OF REFERENCE

#### I. BACKGROUND

The PNOC Energy Center property is a prime real estate asset located in Bonifacio Global City (BGC), Taguig City. It comprises two lots totaling 29,291 sq.m. ("Property"). Both lots are developed with office buildings, support structures, and various amenities.

The land was allocated to the Philippine National Oil Company for its use and occupancy and that of its affiliates via a Letter of Instruction (LOI) No. 963 dated November 26, 1979. The size under LOI No. 963 is just over 2.1 hectares. There were acquisitions and adjustments in the metes and bounds thereof that increased the property size. In the same LOI, PNOC was given full control over, as well as the administration, management and responsibility for development of, the respective areas mentioned above including the construction or establishment of such improvements as they respectively determine.

Currently, the improvements in the property includes Buildings 2, 3, 4a, 4b, 5, and 6, perimeter fencing, internal roads, and parking facilities. Building 6 serves as PNOC's corporate office. Buildings 2, 3, 4a, 4b, and 5 are leased to various entities, including PNOC-EC, PNOC-RC, DOE, Landbank, and CICC. PNOC also owns the land under PNOC-EC Building 1, which is leased out. The lease contracts are subject to pre-termination in case of the redevelopment of the property.

The property is bounded by the Department of Energy property (about 2.3 hectares), in the north, 38<sup>th</sup> Street (University Parkway)/easement in the east, STI College in the South and the EDC property as well as 34<sup>th</sup> Street (Rizal Drive) in the west, south west. It is classified as commercial on its Tax Declarations.

The Energy Center is located near various commercial and institutional amenities including Market! Market! Mall, Uptown Mall, Park Triangle Ayala Mall, Serendra Condominium, Bonifacio High Street, British School, International School, and STI College. The BGC on the other hand is now competing with the Makati Central Business District if not already overtaken the latter as the country's financial center.

As of December 2022, the appraised value of the property is PhP501,000 per square meter.

## **II. DEVELOPMENTS & PENDING MATTERS AFFECTING THE PROPERTY**

1. **Metro Manila Subway Project (MMSP) Phase I:** The subway's alignment will pass beneath a portion of the Energy Center property. There is an on-going discussion between PNOC and DOTR on the appropriate arrangement over the Right-Of-Way affecting the property that would minimize if not eliminate impact to future development.
2. **Real Estate Companies** have been proposing to redevelop the property into a mixed-use master-planned township. Proposals ranging from a joint venture arrangement, necessitating parting with the ownership of the property to long-term lease with sharing in the revenue from operations of the improvements have been denied due to various reasons. All the proposals did not prosper due to either incomplete/unsatisfactory or unacceptable terms.
3. **BCDA Easement:** The Bases Conversion and Development Authority (BCDA) has an easement intersecting with existing structures in the Energy Center, including the former Laboratory Building and water tank, affecting future development.
4. **Residual EDC Properties in the Vicinity and Right of Way of the Property:** There are residual properties of the Energy Development Corporation (EDC) at the Rizal Drive and University Parkway. PNOC previously proposed land swaps to resolve the issue but to date, there is no agreement. This is a pending matter for discussion and resolution.

## **III. PREVIOUS REDEVELOPMENT INITIATIVES & WAY FORWARD**

The Energy Center property which consists of the PNOC and DOE land holdings with a total area of 5.2 hectares has been a focal point for redevelopment efforts since 2010. Initially driven by a Memorandum of Agreement (MOA) between the PNOC and the DOE, the aim was to create a Master Plan to enhance the property's value and integrate it with recent BGC developments. However, efforts to create the plan were constrained by procurement challenges in securing a consultant to conduct the master planning of the combined property.

In 2018, a second MOA was established, revising the vision and approach, to include an iconic tower representing national aspirations and integrating commercial and tourist facilities. Despite efforts to explore public-private partnership (PPP) opportunities and evaluate unsolicited proposals from developers, the project faced multiple setbacks, including non-inclusion in the National Economic and Development Authority (NEDA) Public Investment Plan (PIP) and incomplete proposals.

A third MOA was signed in 2021, adopting PNOC's Public-Private Partnership for Progress (PNOC P4) Guidelines and authorizing PNOC to evaluate new proposals. Legal review and advisory support were sought from the Office of the Government Corporate Counsel (OGCC) and the Bases Conversion Development Authority

(BCDA) to facilitate the project, however this was discontinued as the term of the agreement for advisory support ended.

In order to identify redevelopment options available to PNOC over this property, PNOC has allotted a budget to hire the services of a consultant to conduct a market study with initial recommendations that will aid the same in deciding how it can:

- maximize the use of the property and generate recurring revenues for the company;
- ensure that the development is in accordance with the purpose by which the same was allotted to PNOC and in harmony with the relevant property zoning, regulations within BGC as well as existing conditions and developments;
- the development will also be in pursuit of PNOC's mandate under Presidential Decree No. 334 as amended.

PNOC envisions the property to be a PNOC Energy Center that incorporates offices of key energy-related government and regulatory agencies and private companies, as well as other complimentary uses that will establish the project as an iconic and strategic development aligned with PNOC's charter and business opportunities.

Towards this end, this Terms of Reference defines the Scope of Work, Methodology, Timeline, Deliverables, Qualifications and Experience Requirement, Budget among others of the proposed engagement.

#### **IV. SCOPE OF SERVICES**

Market Study – the market study will determine historical and anticipated property market conditions and the strength of demand for the Real Estate Market, with focus on different sectors per Area. It also includes an assessment of the office space requirements of energy companies operating in the Philippines which is considered as a niche that can be served by any development on the property. The study will be divided into the following sections:

- Brief and relevant economic and demographic background details relevant for the decision-making, particularly on growth trends in BGC, Taguig;
- A discussion on the market dynamics within Metro Manila and BGC in particular and how these impact the property market within the vicinity of the Property;
- An assessment of the demand for office space of energy companies currently operating in the Philippines as well as future demands
- A review of relevant government policies, both local and outlining possible impact; national, long term and short term;
- A full market overview, both overall, and for relevant property market sector/subsectors, including outlook for each sector;
- Site analysis providing an assessment of the physical attributes of the including a SWOT analysis;
- Infrastructure details, both existing and planned.

The study covers the following sectors and will serve as basis for the development recommendations:

<b>Real Estate Sector</b>	<b>Description</b>	<b>Coverage</b>
<b>Commercial Sector</b>		
Retail Centers	For Lease with a minimum GLA of 3,000 sqm	
Office Buildings	For Lease with a minimum GFA of 10,000 sqm	
Education (museums, energy incubator labs)		
Events Sector	Stand-alone Event Spaces	
Event Spaces within 3 - 5 Star hotel developments		Fort Bonifacio (BGC + McKinley Hill)
<b>Hospitality Sector</b>		
Hotels	3 stars and up	

The Research Outline shall be as follows:

1. Macroeconomic Overview (Taguig City)
  - a. Physical Characteristics
  - b. Economy
    - i. Banking Statistics
    - ii. Major Industries
  - c. Demographics
    - i. Population
    - ii. Income and Expenditure
  - d. Infrastructure
    - i. Recently completed
    - ii. Upcoming
2. Site Analysis
  - a. Location/Vicinity review
  - b. General Description of the Property
  - c. Planning Regulations (zoning, height restrictions, FAR, etc.)
  - d. SWOT Analysis
  - e. Existing Structures/Population
3. Retail Property Market Overview
  - a. Stock
  - b. Unit Sizes
  - c. Vacancy Rates
  - d. Lease Rates
  - e. Notable Developments (3 to 5 developments)
    - i. Project Details
    - ii. Lease Rates/Terms
    - iii. Tenant Mix (based on unit count)
    - iv. Typical Tenant Size
    - v. Positioning and Market Profile
  - f. Key Market Findings and Trends

4. Office Property Market Overview/Research
  - a. Stock
  - b. Vacancy Rates
  - c. Lease Rates
  - d. Notable Developments (3 to 5 developments)
  - e. Project Details
    - i. Total GLA
    - ii. Floorplate
    - iii. Lease Rates/Terms
  - f. Upcoming Supply
  - g. Key Market Findings and Trends
  
5. Hospitality Property Market Overview/Research
  - a. No. of Hotel Properties
  - b. No. of Rooms
  - c. Occupancy Rates (based in feedback from hotel marketing staff)
  - d. Published and Average Room Rates
  - e. Facilities and Amenities
  - f. Notable Developments (3 to 5 developments)
    - i. Profile
    - ii. Facilities and Amenities
    - iii. Customer Profile (Anecdotal)
    - iv. Strengths and Weaknesses
  - g. Key Market Findings and Trends
  
6. Events Venue Property Market Research
  - a. Total Stock
  - b. Venue Sizes and Facilities
  - c. Rates and Terms
  - d. Utilization Rates
  - e. Client Profile (based on anecdotal feedback)
  - f. Notable Developments (3 developments)
  - g. Key Market Findings and Trends

For the methodology, primary data on the project comparables shall be collected through field research, interviews with project representatives and online research. These would be supported by desktop research on macroeconomic and demographic trends, infrastructure programs, local and national legal and regulatory policies, and other market trends impacting the property.

## **V. DELIVERABLES & TIMELINE**

### **A. Report Submission**

The report will be prepared in English in narrative form in PDF format. There shall likewise be an accompanying PowerPoint slide format, in PDF form shall be submitted electronically through email.

### **B. Study Timeframe**

Throughout the process, PNOC shall be fully informed through written and verbal communications. There shall also be a mandatory presentation on the

first draft to receive comments of PNOC and a mandatory presentation of the final report to the Board of Directors.

The draft report shall be submitted to PNOC in 6 working weeks and shall be subject to the following timeframe and communication with the Client.

<b>Actions</b>	<b>Timeline (Working Weeks)</b>
Issuance of Notice to Proceed and Mobilization Fee	Week 1
Research	Weeks 1 to 5
Report Preparation & Submission	Weeks 6
Final Report Submission	1 Week after receipt of Client Feedback

## **VI. CONSULTANT’S QUALIFICATIONS AND EXPERIENCE REQUIREMENT**

The Consultancy Firm will put together a team of specialists for expeditious and effective execution of the services required. The suggested key personnel are as follows:

<b>Team</b>	<b>Responsibility</b>	<b>Minimum Qualifications</b>
Team Leader	Oversees entire study preparation.  Evaluate/approve the work/ reports done by the Financial and Technical Specialists.  Presents the study and result of the study to PNOC.	Five (5) years relevant experience in the preparation of Multi-Sectoral Market Study and/or other special studies relating to real estate.  Must be a holder of a degree and/or completed post graduate studies in engineering/ economics/ environmental planning/ urban and regional planning or any business.
Financial Specialist	Conduct research and prepare the financial aspect of the study.  Analyze the financial data.	Five (5) years relevant experience in conducting research, preparation of financial projections, income and cash flow projections, calculating NPVs and IRRs and other economic measures.



		Must be a holder of a degree and/or completed post graduate studies in finance/ business or economics.
Technical Specialist	<p>Conduct research and prepare the sectoral/technical studies, such as site analysis and sectoral studies.</p> <p>Provides an over-all site plan type of structure, estimated project cost and other engineering/design requirements.</p>	<p>Five (5) years relevant experience in the preparation of Multi-Sectoral Market Study, HABU and/or other special studies relating to real estate.</p> <p>Must be a holder of a degree and/or completed post graduate studies in engineering/ architectural/ environmental planning/ urban and regional planning or any business.</p>
Financial and Technical Researcher(s)	Do research work related to the financial and technical feasibility of the project, including gathering of data to support analysis.	<p>Two (2) year experience in research, finance, project work.</p> <p>Must be a holder of a bachelor's degree.</p>

## **VII. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is PhP700,000 inclusive of applicable taxes and out-of-pocket expenses, etc.

## **VIII. ELIGIBILITY, SHORT LISTING AND EVALUATION CRITERIA**

Bidders are to be subjected to the eligibility check and short-listing process provided under RA 9184 and its Implementing Rules and Regulations for consulting services. In addition, the firm should be a real estate consultancy firm licensed to do business in the Philippines as evidenced by its Certificate of Registration and By Laws or other equivalent proof.

Shortlisting Criteria and Rating System:

1. The consulting firm should have at least five (5) years of experience in consultancy and advisory services for real property development, marketing, management, development, investment and special studies. This is evidenced by a statement in the completed and on-going contracts showing the earliest study made and the latest study made and certificates of completion from clients or any other acceptable proof. Longer experience will merit higher points.

2. Completed at least 1 study of similar scope for a Makati Central Business District or the Bonifacio Global City property over the last five (5) years or in the alternative, completed at least 2 studies of similar scope for properties at any Central Business Districts nationwide within the past five (5) years prior to the submission of bids herein. More completed studies will merit higher points.
3. Personnel or individual experts who will be assigned to the engagement should have a minimum cumulative experience of 15 years in the preparation of market and special studies covering real estate. This is evidenced by a statement of projects completed per expert showing the year completed or any other acceptable proof. There should be at least 1 real estate study made per year. Longer experience will merit higher points.
4. There shall be at least four (4) members in the team to conduct the consultancy engagement with higher number of members meriting higher points.

The rating system shall be as follows:

	1	2	3	TOTAL
Consulting Firm's Experience	Complied with Minimum Requirement	More than 5 years to 10 years of experience	More than 10 years of experience	
Completion of Similar Study	Complied with Minimum Requirement	More than 1 study in BGC and MCBG or more than 2 study in any CBD	More than 3 study in BGC and MCBG or more than 6 study in any CBD	
Cumulative Experience of Experts	Complied with Minimum Requirement	More than 15 years to 20 years of experience	More than 20 years of experience	
No. of Experts/Researchers	Complied with Minimum Requirement	More than 4	More than 5	

The firm with the highest points will be ranked 1<sup>st</sup> and the rest lower ranked firms will be ranked 2<sup>nd</sup>, 3<sup>rd</sup> and so forth. The top 3 consulting firms will be short listed.

For purposes of evaluating the bids of shortlisted bidders, the Quality-Cost Based Evaluation Procedure shall be used where the technical component of

the bid will have a weight of 60% while the financial component of the bid will have a weight of 40%.

CRITERIA	%	RATING			TOTAL
		1	2	3	
<b>1. Technical Proposal</b>	<b>60</b>				
1.1 Scope of Work	25				
Relevant economic and demographic background details relevant for the decision-making, particularly on growth trends in BGC, Taguig	5	Incomplete	Within the requirements	With additional inputs/studies/ data, etc.	
Review of relevant government policies (local-possible impact and national-long/short term)	5	Incomplete	Within the requirements	With additional inputs (planned/ future/ anticipated policies and regulations that may affect the property)	
Site analysis including SWOT analysis	5	Incomplete	Within the requirements	With additional inputs (i.e. HABU, etc.)	
Infrastructure (existing and planned)	5	Incomplete	Within the requirements	With additional inputs (i.e. proposal to include renderings or perspectives of the development, etc.)	
Full Market Overview <ul style="list-style-type: none"> <li>• Retail property</li> <li>• Office property</li> </ul>	5	Incomplete	Within the requirements	With additional inputs and assessment of office space requirement of	

<ul style="list-style-type: none"> <li>Hospitality property</li> <li>Events Venue property</li> </ul>				energy companies	
1.2 Time frame	10	Longer	Exactly the same with the proposed timeline	Earlier	
1.3 Consulting Firm	10				
Experience	5	Complied with Minimum Requirement	More than 5 years to 10 years of experience	More than 10 years of experience	
Completion of Similar Study	5	Complied with Minimum Requirement	More than 1 study in BGC and MCBG or more than 2 study in any CBD	More than 3 study in BGC and MCBG or more than 6 study in any CBD	
1.4 Team/Experts	15				
Cumulative Experience	10	Complied with Minimum Requirement	More than 15 years to 20 years of experience	More than 20 years of experience	
Number of experts/ researches	5	Complied with Minimum Requirement	More than 4	More than 5	
<b>2. Financial Proposal</b>	<b>40</b>			Lowest bid	
<p><i>Amount of bid should be below the ABC</i></p> <p><i>Formula:</i></p> $Sf = 100 \times FI/F$	<p><i>Where:</i></p> <p><i>Sf = financial score of the financial proposal under consideration</i></p> <p><i>FI = Price of the lowest financial proposal</i></p> <p><i>F = Price of financial proposal under consideration</i></p>				
<b>TOTAL RATING</b>	<b>100</b>				

*Notes:*

- 1 Rating from 1-3, 3 being the highest*
- 2 Total score of <1.00 to 1.49, failed; 1.50 to 3.00, passed*
- 3 A proposal with incomplete scope of work submission will disqualify the bidder*

## **IX. PAYMENT TERMS**

Advance Payment	15% of the contract cost upon submission of the signed Notice to Proceed and posting of an irrevocable standby letter of credit issued by any commercial or universal bank equal to the advance payment. The advance payment shall be repaid by the Consultant by deducting from his progress payments.
Progress Payment 1	60% of the contract cost less the 10% advance payment above upon submission of the Draft Report and conduct of any clarificatory meetings/presentations, if required
Progress Payment 2	40% of the contract cost less the 5% advance payment above upon submission of the Final Report, conduct of any clarificatory meetings/presentations, if required and acceptance by PNOC.

## **TERMS AND CONDITIONS**

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
6. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
7. 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.
8. 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 : \_\_\_\_\_

# OMNIBUS SWORN STATEMENT

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 \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## **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](mailto: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.

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.