



**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 : **10 March 2025**  
Project Title : **Hiring of Musical Director for 2025**  
Reference No. : **2025-03-062**  
Total ABC : **PhP 400,000.00**  
Submission Deadline : **18 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 Portable Document Format (PDF) copy to email 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 Requirement:**

- A copy of the musical director's CV demonstrating relevant qualifications and experience, with an affixed signature.

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

Thank you.

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



**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Hiring of Musical Director for 2025**

<b>LOT</b>	<b>UM</b>	<b>TECHNICAL SPECIFICATION/S</b>	<b>QTY</b>	<b>TOTAL AMOUNT (P)</b>
1	lot	<b>Musical Director to provide services as detailed in the attached Terms of Reference (TOR). Schedule of rehearsal shall be two (2) hours per session, twice a week on days as mutually agreed upon by PNOC and the Musical Director.</b>		
		<b>Fee:</b> Php 5,000.00 for 2 hours per day or Php 40,000.00 per month inclusive of all applicable taxes.		
		<b>Contract Duration:</b> Ten (10) months (March to December 2025). The contract duration is pro-rated subject to the actual start of the contract.		
Awarding on per lot basis/one (1) lot.				
Total amount of ABC: <b>Php 400,000.00</b>				

**TERMS OF REFERENCE**

**HIRING OF SERVICES OF MUSICAL DIRECTOR FOR PNOC**

**1. INTRODUCTION**

This Terms of Reference (TOR) outlines the requirements and scope of services for the hiring of a Musical Director to lead and develop the PNOC Choral Group. The engagement will cover a period of ten (10) months, from March to December 2025.

**2. OBJECTIVE**

The primary objective of this engagement is to establish and train a company choral group that will enhance corporate events, religious services, and other activities. The Musical Director will be responsible for the formation, training, and performance direction of the group.

**3. SCOPE OF WORK**

The Musical Director shall be responsible for the following tasks:

**1. Formation of the PNOC Choral Group**

- o Develop and implement a selection process for choral members.
- o Conduct auditions to assess vocal abilities and select qualified members.

**2. Training and Rehearsals**

- o Conduct choir practice sessions twice a week, with each session lasting two (2) hours.

- Provide the members of the choir with copies of the musical pieces and study voice guide for their learning and mastery of the songs
  - Teach vocal techniques, harmony, and musical expression
  - Coordinate performances of the choir, ensuring that they are ready and prepared for performances, particularly during corporate events and performances where the choir shall represent the PNOC
  - Develop a repertoire suitable for corporate and religious events.
- 3. Accompaniment and Performance Oversight**
- Provide musical accompaniment during choral performances at all company related events and special occasions
  - Identify and recommend special logistical requirements for performance including equipment, stage setup, and other technical needs.
  - As necessary, coordinate with event organizers regarding musical arrangements and performance schedules.
- 4. Administrative Duties**
- Ensure the orderly conduct of rehearsals and maintain discipline among choir members.
  - Recommend strategies for sustaining and improving the choral group.

#### **4. QUALIFICATIONS**

The Musical Director must have the following qualifications:

- A degree in Music or equivalent experience in choral conducting.
- Undergone and participated in relevant trainings for the musical field including courses abroad and international conferences
- Published materials on his field of expertise including musicological papers and essays
- Conducted for, spearheaded, and led national events pertaining to music.
- Proven expertise in choral training and musical accompaniment.
- At least five (5) years of experience in leading and managing choirs.
- Excellent leadership, communication and organizational skills.
- Ability to adapt to diverse musical genres and to work with individuals of varying skill levels.

#### **5. DELIVERABLES**

The Musical Director shall be expected to deliver the following:

- Formation of a competent choral group.
- Regularly scheduled rehearsal plans and schedules
- Delivery of well-prepared, polished choir performances that demonstrates artistic and technical quality
- Musical accompaniment for identified events.

#### **6. VENUE AND SCHEDULE OF REHEARSALS**

- Training, practices or rehearsals shall be conducted at the PNOC Building 6, Energy Center, Rizal Drive, BGC, Taguig City.
- The services rendered should be at least twice a week, two (2) hours per session for regular rehearsal/training, on days and times that may be mutually agreed upon by PNOC and the Musical Director.

The frequency or length of rehearsals may be increased should more days be required in preparation for corporate events where the choir shall be performing. Moreover,

the rehearsal schedules may be adjusted due to justifiable reasons such as, but not limited to weather conditions, government office work suspension, and corporate requirements of affairs, holidays or similar events.

- Rehearsal and/or appearances of the Musical Director in excess of twice a week sessions per month shall be subject to additional fees.

## **7. CONTRACT PERIOD**

The contract period shall be from **01 March to 31 December 2025**.

## **8. COMPENSATION AND TERMS OF PAYMENT**

- Payment will be made monthly, contingent upon the Musical Director's actual performance and accomplishments.
- Payments shall be processed upon submission of the required progress reports and accomplishment of assigned tasks.
- The fee for the Musical Director shall be inclusive of all applicable taxes and expenses for the regular rehearsals. Rehearsals in addition to the twice a week schedule shall be subject to additional charges by the Musical Director.

## **9. TERMINATION**

- Either party may terminate the contract with a thirty (30) day written notice, subject to the completion of pending deliverables and obligations.
- The company reserves the right to terminate the contract for non-performance or failure to meet the agreed terms and conditions.

## **10. OTHER CONDITIONS**

- The Musical Director shall adhere to the policies and guidelines of the company.
- Any additional services outside the agreed scope shall require prior approval from the company management.

## **11. APPROVED BUDGET FOR CONTRACT:**

- Approved budget for the contract is FOUR HUNDRED THOUSAND PESOS (PHP 400,000.00) inclusive of all applicable taxes.

## **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 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:

- 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 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 upon request.
5. 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.
6. 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.