



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 : **14 March 2025**
Project Title : **Livelihood Training Services for GAD Activity**
Reference No. : **2025-03-067**
Total ABC : **PhP 220,000.00**
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

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/s:

- Bidder shall provide documents demonstrating organization's relevant experience in facilitating a livelihood training for large organizations
- Bidder shall provide trainer's Curriculum Vitae (CV) demonstrating trainer's relevant qualifications as a resource speaker

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

Livelihood Training Services for GAD Activity

LOT NO.	UM	TECHNICAL SPECIFICATION/S	QTY	TOTAL AMOUNT (P)
1	lot	<p>Topic 1: Barista/Coffee Shop Business Training for 30 participants</p> <ol style="list-style-type: none"> 1. Hands-on Training Materials 2. Training Handouts 3. Starter Kits (required but not limited to) <ol style="list-style-type: none"> 3.1. French Press 3.2. Coffee Grounds 3.3. Coffee Filter 3.4. Fresh Milk 3.5. Chocolate Syrup 3.6. Plastic Cups with Cover 4. Certificate of Completion for the Participants <p>ABC: Php 110, 000.00 <i>(Please see attached Terms of Reference)</i></p>		
2	lot	<p>Topic 2: Perfume and Cologne Making Business for 30 participants</p> <ol style="list-style-type: none"> 1. Hands-on Training Materials 2. Training Handouts 3. Starter Kits (required but not limited to) <ol style="list-style-type: none"> 3.1. Perfume Kits 3.2. Perfume Label Stickers 3.3. Perfume Atomizer Glass Bottle 4. Certificate of Completion for the Participants <p>ABC: Php 110, 000.00 <i>(Please see attached Terms of Reference)</i></p>		
Awarding on per lot basis/one (1) lot.				
Total amount of ABC: Php 220,000.00				

TERMS OF REFERENCE

TRAINING FACILITATOR FOR ENTREPRENEURIAL EXPOSURE 1 & 2

A. Purpose of Terms of Reference (TOR)

This Terms of Reference (TOR) defines the scope of the Entrepreneurial Exposure 1 & 2, an initiative under PNOC's 2025 National Women's Month celebration led by the GAD Focal Point System (GFPS). The project aims to cover two (2) topics and empower female and male employees by providing opportunities to develop entrepreneurial skills, financial literacy, and business acumen that can enhance their economic potential. Through this initiative, PNOC promotes inclusive growth, self-sufficiency, and economic empowerment.

B. Objectives

This Project aims to achieve the following:

Entrepreneurial Exposure 1: Barista/Coffee Shop Business Training

- Equip participants with fundamental barista knowledge & skills, including coffee preparation, brewing techniques, and machine handling, to enhance their understanding of the coffee business;
- Provide insights into the basics of running a coffee shop, including cost management, pricing strategies, and business operations, to help participants explore entrepreneurship opportunities; and
- To provide hands-on experience and practical application for barista/coffee shop business.

Entrepreneurial Exposure 2: Perfume & Cologne Products Making

- Equip participants with a basic understanding of fragrance composition, essential oils, and the science behind perfume and cologne formulation;
- Introduce participants to key business aspects such as sourcing raw materials, packaging, branding, and marketing strategies to help them start a small-scale perfume and cologne business; and
- Provide hands-on experience in blending and creating custom scents, allowing participants to explore different fragrance profiles and techniques.

C. Scope of Work, Timelines, and Deliverables

The training provider shall conduct a lecture/presentation, samples, and exercises necessary to equip participants with the basic knowledge and skills on the following training programs:

	Tasks	Output	Timeline
Entrepreneurial Exposure 1: Barista/Coffee Shop Business Training			
	Conduct of Training <ul style="list-style-type: none"> • Introduce the participants on the basic concepts of running a coffee shop business • Teach the participants the fundamental barista skills. • Provide take-home handouts that the participants can use to review topics. Provide Starter Kits at the end of the session (<i>required but not limited to</i>) <ul style="list-style-type: none"> • French Press • Coffee Grounds • Coffee filter • Fresh Milk • Chocolate Syrup • Plastic Cups with Cover 	Training materials distributed to participants. Handouts distributed to participants. Certificate of completion for all the participants. Distribution of Starter Kits at the end of the session	(March 21, 2025) 1-day Training
Entrepreneurial Exposure 2: Perfume & Cologne Products Making			
	Conduct of Training <ul style="list-style-type: none"> • Introduce the participants on the basics of fragrance 	Training materials distributed to participants.	(March 24, 2025) 1-day Training

	<p>composition, essential oils, and the science behind perfume and cologne formulation.</p> <ul style="list-style-type: none"> • Teach the participants the fundamental skills in blending and creating custom scents. • Provide take-home handouts that the participants can use to review topics. <p>Provide Starter Kits at the end of the session (<i>required but not limited to</i>)</p> <ul style="list-style-type: none"> • Perfume Kits • Perfume Label Stickers • Perfume Atomizer Glass Bottle 	<p>Handouts distributed to participants.</p> <p>Certificate of completion for all the participants.</p> <p>Distribution of Starter Kits at the end of the session</p>	
		Total:	2 Calendar Days

D. Personnel Required / Manpower Required

A maximum of two (2) personnel from the training provider will be allowed to conduct each session. This includes one (1) training facilitator, who will lead the discussions and hands-on activities, and one (1) assistant (optional) to provide logistical and technical support as needed.

E. Qualifications and Experience

The selected training facilitator should meet the following qualifications and experience criteria:

- 1-2 years of experience in facilitating barista/coffee shop business & perfume/cologne products making trainings/sessions.
- A proven experience in facilitating livelihood training/sessions for large organizations.
- Strong knowledge of concepts, methods/skills, and tools that are relevant to topics.

F. Criteria for Evaluation/Selection

PNOC shall select the most qualified training provider using the quality cost-based methodology pursuant to the pertinent provisions of R.A. No. 9184. Specifically, the evaluation of qualified winning bidders shall follow Section 33.2.1 (b) the quality-cost based evaluation procedure. The quality to cost ratio shall be allocated as follows:

Organizational Capability and Experience (45%)

The interested bidders shall provide their relevant experiences in facilitating livelihood training for large organizations.

Criteria	Weight	Unit of Measurement	Percentage		
			25%	35%	45%
Proven experience in facilitating livelihood training/sessions for large organizations.	45%	Number of livelihood training/sessions conducted	3	4	5 or more

* The bidder must provide proof, such as certificates, contracts, or other relevant documents

Trainer's Qualification and Competency (40%)

The interested bidders shall provide their Curriculum Vitae (CV) or resume to prove their qualification as a resource person for a training session on barista/coffee shop business or perfume/cologne making.

Criteria	Weight	Unit of Measurement	Percentage		
			20%	30%	40%
Number of relevant training/workshops attended on barista/coffee shop business or perfume/cologne making.	40%	Numbers of Relevant Training/s Attended/Certificate/s*	3	4	5 or more

* The bidder must provide proof, such as certificates, contracts, or other relevant documents

Financial Proposal (15%)

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

G. APPROVED BUDGET FOR THE CONTRACT

Entrepreneurial Exposure 1: Barista/Coffee Shop Business – One Hundred Ten Thousand Pesos (PhP 110,000.00) inclusive of all applicable taxes and all other expenses.

Entrepreneurial Exposure 2: Perfume and Cologne Products Making – One Hundred Ten Thousand Pesos (PhP 110,000.00) inclusive of all applicable taxes and all other expenses.

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

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.

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]