



**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 : **19 March 2025**  
Project Title : **Lease of Venue, Accommodation, and Catering Services for PNOC Process Excellence (PREX) Pitstop**  
Reference No. : **2025-03-075**  
Total ABC : **PhP 527,000.00**  
Submission Deadline : **25 March 2025 / 09:00 AM**

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 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:**

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (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
- Latest Annual Income Tax Return

**Additional Requirements:**

- Proposed Food Menu

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

Thank you.

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

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Lease of Venue, Accommodation, and Catering Services for PNOC Process Excellence (PREX) Pitstop**

LOT	UM	TECHNICAL SPECIFICATION/S	QTY	TOTAL AMOUNT (P)
1	lot	Lease of Venue, Accommodation, and Catering Services for PNOC Process Excellence (PREX) Pitstop  (Please refer to the Terms of Reference)	1	
<b>Total amount of ABC: PhP 527,000.00</b>				
Contract Duration:		April 2-4, 2025		
		Quoted price should be VAT inclusive.		
		Awarding on per lot basis/one (1) lot		

**TERMS OF REFERENCE**

**LEASE OF VENUE, ACCOMMODATION, AND CATERING SERVICES FOR PNOC PROCESS EXCELLENCE (PREX) PITSTOP**

**I. INTRODUCTION**

The Philippine National Oil Company (PNOC) is conducting a ***Process Excellence (PREX) Teams Pitstop*** for its employees (Process Owners). This event aims to foster team building, collaboration, and process improvement discussions among participants. The event will be held from ***April 2 to 4, 2025***, with a total of ***40 participants***.

**II. OBJECTIVES**

- To provide a conducive venue for the PNOC PREX Pitstop.
- To secure comfortable and appropriate accommodation for all participants.
- To arrange catering services for the duration of the event.
- To ensure the smooth and efficient execution of the event.

**III. EVENT DURATION AND LOCATION**

- Duration: **April 2 to 4, 2025 (3 days and 2 nights)**
  - Tentative Schedule:
    - **April 2, 2025:**
      - 8:00 AM - Service vehicles leave PNOC Energy Center premises.
      - 11:00 AM - Arrival at the venue, check-in, lunch buffet.
      - 1:00 PM - Opening of PREX Pitstop, use of function hall until 6:00 PM.
    - **April 3, 2025:** Whole day use of function hall for the event proper.
    - **April 4, 2025:** \* AM - Guided tour.
    - 11:00 AM - Checkout.
- Location: **Within Angeles City, Pampanga.**

**IV. SCOPE OF WORK**

The selected vendor will be responsible for the following:

**a) Venue:**

- Provide a function hall with a minimum capacity of 40 people, equipped with:
  - Comfortable seating
  - 2 whiteboards at least 8 ft x 4 ft, along with markers and erasers.
  - Option for flip charts or easels if required.
  - Two (2) wireless microphones with sound system powerful enough for the room size.
  - Projection equipment (projector, screen, HDMI)
  - Access to printing or photocopying of documents if necessary
  - Strong Wi-Fi connection (fiber optic preferred) with a backup solution
  - Air-conditioning
- Ensure good lighting and ventilation in the function hall.
- Provide on-site technical support for audio-visual equipment.

**b) Accommodation:**

- Provide rooms for a total of 40 pax with the following specifications:
  - Senior Management (4 rooms): 1 room per person with a queen/king-size bed, private bathroom, and workspace.
  - PREX Members (18 rooms): 2 pax/room (double beds), with private bathroom.
  - All rooms should be air-conditioned.
- Secure parking space for at least 6 vehicles.
- Provide details on check-in/out times, room readiness, and early/late check-in/out options.
- In-room amenities (e.g., coffee, toiletries, minibar).

**c) Catering Services:**

- Provide catering services for the entire event duration (April 2-4, 2025), including:

April 2, 2025	<p>Lunch Buffet: 4 dishes, salad, soup, dessert, with a pescatarian option.</p> <p>PM Snack: Variety of light snack options (e.g. pastries, fruits, nuts)</p>
	<p>Welcome Dinner (Kapampangan-themed buffet):</p> <ul style="list-style-type: none"> <li>• Outdoor setting with a live band,</li> <li>• Ensure seating arrangements for all guests,</li> <li>• Provide sound equipment (if required) for the band.</li> </ul>
April 3, 2025	<p>Breakfast Buffet: Full spread with options for special diets.</p> <p>AM Snacks: Light options like sandwiches, fruits, or pastries</p>
	<p>Lunch Buffet: 4 dishes, salad, soup, dessert, with a pescatarian option.</p> <p>PM Snack: Similar variety to the AM Snack.</p>

	Dinner Buffet: 4 dishes, salad, soup, dessert (include different cuisines or options for variety)
April 4, 2025	Breakfast Buffet: Full spread with options for special diets.  Packed AM Snacks: Ensure snacks are easy to carry and have a mix of savory and sweet items (sandwiches, fruits, energy bars, juices) with to-go drinks.

- Ensure continuous availability of drinking water, coffee, tea, and juice.
- Identify any attendees with food allergies or dietary restriction and offer a variety of suitable meal options.
- Provide a proposed meal schedule.

**d. Guided Tour (Day 3 AM):**

- Arrange a guided tour to at least 3 nearby tourist spots.
- The hotel will shoulder the guide fees and entrance fees.
- PNOC will provide transportation for the participants.

**e. Additional Services**

- Provide on-site security, especially for high-level management.
- Ensure medical and first aid provisions for outdoor/physical activities.
- Provide an on-site event coordinator for logistics, food, and room requirements.
- Offer post-event services like feedback forms or debriefing sessions.

**V. EVALUATION CRITERIA**

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

**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	

	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		<b>100</b>	
<b>I.</b>	<b>Availability</b>	X (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	X (.1) =	
<b>III.</b>	<b>Neighborhood Data</b>	X (.05) =	
<b>IV.</b>	<b>Venue</b>	X (.35) =	
<b>FACTOR VALUE</b>			

**Note: Passing Rate is 70.00%**  
%

### 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 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:

- 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 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 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.
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