



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 : **07 April 2025**
Project Title : **Venue, Board and Lodging, and Other Services for the Conduct of the Bright Islands Encounter Inauguration in Camiguin Province**
Reference No. : **2025-04-086**
Total ABC : **PhP 700,000.00**
Submission Deadline : **15 April 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) file 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
- Latest Income/Business Tax Return
- 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 and Compliance Form

Additional Requirement/s:

- The bidder shall provide proof of at least three (3) years of experience in providing event management, venue services, and catering for similar government or corporate events.

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 / crgervacio@pnoc.com.ph.

Thank you.

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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Venue, Board and Lodging, and Other Services for the Conduct of the Bright Islands Encounter Inauguration in Camiguin Province

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)
1	Lot	<p>Scope of Services</p> <p>The selected venue must provide the following services and amenities:</p> <p>1. Venue and Accommodations:</p> <ul style="list-style-type: none"> • Provide a suitable venue in Camiguin for the inauguration event. • The venue must have a conference hall or function room that can accommodate at least eighty (80) participants. • The conference hall should be equipped with the following: <ul style="list-style-type: none"> ○ Air-conditioning ○ Adequate lighting and ventilation; ○ Strong and stable internet connection with Wi-Fi connectivity of at least 100 mbps bandwidth; ○ Audio-visual equipment; ○ Stage setup; ○ Comfort rooms within or near the function hall/room. • Accommodations for organizing team and resource persons in a secure and comfortable lodging facility within the same venue. • Rooms should be fully furnished with basic amenities, including beds, clean linens, private bathrooms, toiletries, bottled water and daily breakfast for all accommodated guests. <ul style="list-style-type: none"> ➤ May 26-29, 2025: <ul style="list-style-type: none"> • 8 pax • 2 double rooms (separate beds) • 1 shared room (quadruple sharing – 2 double beds or 4 single beds) ➤ May 27-29, 2025: <ul style="list-style-type: none"> ▪ 11 pax ▪ 7 VIP rooms (with at least queen size bed) ▪ 2 double rooms (separate beds) 	

- Provision of airport transfer (Camiguin Airport to Venue)

2. Conference and Meeting Facility:

- Availability of chairs and round tables arranged as per event specifications, screen and projector with HDMI connector/LED screen/s, sound system, at least 3 microphones, extension cords, and an audio jack, podium, whiteboards.
- Adequate power supply and backup generator.
- Registration table.
- On-site technical support for all rented equipment.

3. Catering Services:

- Provision of meals and refreshments for 80 participants throughout the event:
 - **May 28:** AM snack, lunch, PM snack, dinner.
- Meals should cater to various dietary restrictions and preferences (e.g., vegetarian, halal, gluten-free options).
- Buffet-style with at least three (3) diverse menus.
- Free-flowing coffee, tea, and water station readily available throughout the event.

4. Coordination with Local Tourism Office and Other Arrangements:

- Coordination with the Camiguin Tourism Office for assistance in logistics, local permits, and tourism-related activities.
- Provision of option for tours, if necessary, including airport/seaport transfers.
- Arrangement of guided tours or sightseeing activities for dignitaries or VIPs attending the event.
- Security arrangements in coordination with local law enforcement and emergency response teams.
- Provision of souvenir booths featuring local products and delicacies.
- Recommendations for eco-friendly and cultural activities during free time.

		<p>5. Other Services:</p> <ul style="list-style-type: none"> • Professional event management team to assist in event setup, guest management, and on-site coordination. • Provision of event decorations, banners, and signages as per the theme of the event. • Provision of an emergency medical team or first aid station at the venue. <p><i>(Please refer to the Terms of Reference)</i></p>	
Total amount of ABC: PhP 700,000.00			
Contract Duration	May 26-29, 2025 (Monday-Thursday).		
Venue:	Camiguin Province		
	Quoted price should be inclusive of VAT and all applicable taxes.		
	Awarding on per lot basis/one (1) lot.		

TERMS OF REFERENCE

Venue, Board and Lodging, and Other Services for the Conduct of the Bright Islands Encounter Inauguration Camiguin Province | May 27-29, 2025

Background

In line with PNOC’s vision, mission, and 3 Arrows Strategy, PNOC is organizing the Bright Islands Encounter to promote energy innovation and security in Geographically Isolated and Disadvantaged Areas (GIDAs). To ensure the success of the event, which aims to convene local government leaders, energy solutions providers, and stakeholders to foster collaboration and explore sustainable energy solutions for off-grid communities, it is necessary to engage a service provider for the venue, accommodations, catering, meeting facilities, coordination with the local tourism office, and other essential services.

For 2025, PNOC has chosen **Camiguin Province** as the inaugural venue for this milestone event. Aside from being a GIDA, Camiguin was selected for its strong commitment to sustainability, its potential as a model for renewable energy integration, and its geographical significance as an island province facing energy security challenges. The event in Camiguin will serve as a strategic starting point to showcase how innovative energy solutions can empower similar communities across the country.

Objective

The objective of this procurement is to secure a venue and necessary services that will provide a conducive environment for the conduct of the Bright Islands Encounter inauguration, ensuring the comfort and convenience of all participants and stakeholders.

Duration

The **Bright Islands Encounter** will take place on **May 26-29, 2025** (from Monday to Thursday). The engagement of the service providers begins upon the issuance of the **Notice to Proceed (NTP)** by PNOC.

Scope of Services

The selected venue must provide the following services and amenities:

1. Venue and Accommodations:

- Provide a suitable venue in Camiguin for the inauguration event.
- The venue must have a conference hall or function room that can accommodate at least eighty (80) participants.
- The conference hall should be equipped with the following:
 - Air-conditioning
 - Adequate lighting and ventilation;
 - Strong and stable internet connection with Wi-Fi connectivity of at least 100 mbps bandwidth;
 - Audio-visual equipment;
 - Stage setup;
 - Comfort rooms within or near the function hall/room.
- Accommodations for organizing team and resource persons in a secure and comfortable lodging facility within the same venue.
- Rooms should be fully furnished with basic amenities, including beds, clean linens, private bathrooms, toiletries, bottled water and daily breakfast for all accommodated guests.
 - **May 26-29, 2025:**
 - 8 pax
 - 2 double rooms (separate beds)
 - 1 shared room (quadruple sharing – 2 double beds or 4 single beds)
 - **May 27-29, 2025:**
 - 11 pax
 - 7 VIP rooms (with at least queen size bed)
 - 2 double rooms (separate beds)
- Provision of airport transfer (Camiguin Airport to Venue)

2. Conference and Meeting Facility:

- Availability of chairs and round tables arranged as per event specifications, screen and projector with HDMI connector/LED screen/s, sound system, at least 3 microphones, extension cords, and an audio jack, podium, whiteboards.
- Adequate power supply and backup generator.
- Registration table.
- On-site technical support for all rented equipment.

3. Catering Services:

- Provision of meals and refreshments for 80 participants throughout the event:
 - **May 28:** AM snack, lunch, PM snack, dinner.
- Meals should cater to various dietary restrictions and preferences (e.g., vegetarian, halal, gluten-free options).
- Buffet-style with at least three (3) diverse menus.
- Free-flowing coffee, tea, and water station readily available throughout the event.

4. Coordination with Local Tourism Office and Other Arrangements:

- Coordination with the Camiguin Tourism Office for assistance in logistics, local permits, and tourism-related activities.
- Provision of option for tours, if necessary, including airport/seaport transfers.
- Arrangement of guided tours or sightseeing activities for dignitaries or VIPs attending the event.
- Security arrangements in coordination with local law enforcement and emergency response teams.
- Provision of souvenir booths featuring local products and delicacies.
- Recommendations for eco-friendly and cultural activities during free time.

5. Other Services:

- Professional event management team to assist in event setup, guest management, and on-site coordination.
- Provision of event decorations, banners, and signages as per the theme of the event.
- Provision of an emergency medical team or first aid station at the venue.

Qualification Requirements

- The bidder must have at least three (3) years of experience in providing event management, venue services, and catering for similar government or corporate events.
- The service provider must be legally registered with valid permits and licenses to operate (PHILGEPS).
- Previous experience in handling government or corporate events is an advantage.

Approved Budget for Contract (ABC)

- **Budget: PHP 700,000.00** (inclusive of all applicable taxes and charges).

Evaluation Procedure

Bids will be evaluated based on a "Pass" or "Fail" criteria and the following **Rating Factors for Lease of Venue**. The contract will be awarded to the bidder with the "Highest Rated and Responsive Quotation" or HRRQ in compliance with the Republic Act No. 9184.

Selection Criteria and Rating Factor

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility to airport	(80)	
	2. Parking space for 10 vehicles	(20)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	6. Banking and Postal	(25)	
		100	
IV.	Venue		
	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)	
		100	
V.	Free Services and Facilities		
	a. Shuttle service to and from the airport	(25)	
	b. Coordination with local Tourism Office for Souvenir Booths	(25)	
	c. Assistance with transportation, entrance/environmental fees and guided tour from local Tourism Office	(25)	
	d. Strong and reliable internet throughout the venue	(25)	
		100	

I.	Availability	90 X (.20) =	
II.	Location and Site Condition	60 X (.10) =	
II.	Neighborhood Data	60 X (.10) =	
IV.	Venue	90 X (.50) =	
V.	Free Services and Facilities	50 X (.10) =	
FACTOR VALUE			

Note: Passing Rate is 80.00%

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 portable document format (PDF) file 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.