



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 : **24 April 2025**
Project Title : **Venue, Accommodation, Catering and Other Services for the Conduct of PNOC Novi Conducti Bootcamp**
Reference No. : **2025-04-100**
Total ABC : **PhP 475,000.00**
Submission Deadline : **06 May 2025 / 09:00 AM**
Place of Delivery : **Within Rizal province**

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
- 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

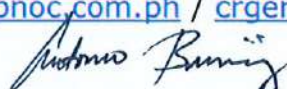


Documentary Requirements:

- 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 / crgervacio@pnoc.com.ph.

Thank you.


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



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Venue, Accommodation, Catering and Other Services for the Conduct of PNOC
Novi Conducti Bootcamp**

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)
1	Lot	<p>The selected vendor will be responsible for the following:</p> <p>a) Venue:</p> <p><u>Indoor</u></p> <ul style="list-style-type: none"> • Provide a function hall with a minimum capacity of 43 people, equipped with: <ul style="list-style-type: none"> ○ Comfortable seating ○ Four (4) wireless microphones with sound system powerful enough for the room size. ○ Projection equipment (projector, screen, HDMI) ○ 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. • Function hall shall be available on: <ul style="list-style-type: none"> ○ Day 1 at 12:00nn to 7:00pm ○ Day 2 at 6:00pm to 12:00midnight <p><u>Outdoor</u></p> <ul style="list-style-type: none"> • Provide outdoor area with a minimum capacity of 43 people equipped with four (4) wireless microphones with sound system powerful enough for the area. • Shall be available on Day 1 at 7:30pm to 11:00pm <p>b) Accommodation:</p> <ul style="list-style-type: none"> • Provide rooms for a total of 43 pax with the following specifications: <ul style="list-style-type: none"> ○ Senior Management (1 rooms): 1 room per person with a queen/king- 	

size bed, private bathroom, and workspace.

- Senior Management (1 room): 2 pax with a queen/king-size bed, private bathroom, and workspace.
- Employees (Female) (4 rooms): 4 pax/room (2 double beds), with private bathroom.
- Employees (Male) (3 dorm type rooms): 7-8 pax/room, with private bathroom.
- All rooms should be air-conditioned.
- Secure parking space for at least 2 SUVs, 1 van and 1 bus.
- Provide details on check-in/out times, room readiness, and early/late check-in/out options.
- In-room amenities (e.g., coffee, toiletries).

c) Catering Services:

- Provide catering services for the entire event duration (May 14 to 16, 2025), including:

May 14, 2025	<p>Lunch Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks</p> <p>PM Snack: Variety of light snack options</p> <p>Dinner Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks</p> <p>Socials: pica-pica and drinks</p>
May 15, 2025	<p>Breakfast Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks</p> <p>AM Snacks: Variety of light snack options</p> <p>Lunch Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks</p> <p>PM Snack: Variety of light snack options</p> <p>Dinner (Boodle Fight Set-Up): 3 viands, rice, salad, soup, dessert, and drinks</p> <p>Socials: pica-pica and drinks</p>

communication, unity and leadership among participants. The event will be held from **May 14 to 16, 2025**, with a total of **43 participants**.

II. OBJECTIVES

- To provide a conducive venue for the PNOC Novi Conducti Bootcamp.
- 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: **May 14 to 16, 2025 (3 days and 2 nights)**
 - **May 14, 2025 (Day 1):**
 - 8:00 AM - Service vehicles leave PNOC Energy Center premises.
 - 10:00 AM - Arrival at the venue, check-in, lunch buffet.
 - 1:00 PM - Opening of PNOC Novi Conducti Bootcamp, use of function hall until 6:00 PM.
 - **May 15, 2025 (Day 2):**
 - Whole day Team Building Activity.
 - **May 16, 2025 (Day 3):**
 - 10:00 AM - Checkout.
- Location: **Preferred within 1-2 hours driving time from Metro Manila.**

IV. SCOPE OF WORK

The selected vendor will be responsible for the following:

a) **Venue:**

Indoor

- Provide a function hall with a minimum capacity of 43 people, equipped with:
 - Comfortable seating
 - Four (4) wireless microphones with sound system powerful enough for the room size.
 - Projection equipment (projector, screen, HDMI)
 - 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.
- Function hall shall be available on:
 - Day 1 at 12:00nn to 7:00pm
 - Day 2 at 6:00pm to 12:00midnight

Outdoor

- Provide outdoor area with a minimum capacity of 43 people equipped with four (4) wireless microphones with sound system powerful enough for the area.
- Shall be available on Day 1 at 7:30pm to 11:00pm

b) Accommodation:

- Provide rooms for a total of 43 pax with the following specifications:
 - Senior Management (1 rooms): 1 room per person with a queen/king-size bed, private bathroom, and workspace.
 - Senior Management (1 room): 2 pax with a queen/king-size bed, private bathroom, and workspace.
 - Employees (Female) (4 rooms): 4 pax/room (2 double beds), with private bathroom.
 - Employees (Male) (3 dorm type rooms): 7-8 pax/room, with private bathroom.
 - All rooms should be air-conditioned.
- Secure parking space for at least 2 SUVs, 1 van and 1 bus.
- Provide details on check-in/out times, room readiness, and early/late check-in/out options.
- In-room amenities (e.g., coffee, toiletries).

c) Catering Services:

- Provide catering services for the entire event duration (May 14 to 16, 2025), including:

May 14, 2025	Lunch Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks PM Snack: Variety of light snack options Dinner Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks Socials: pica-pica and drinks
May 15, 2025	Breakfast Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks AM Snacks: Variety of light snack options Lunch Managed Buffet: 3 viands, rice, salad, soup, dessert, and drinks PM Snack: Variety of light snack options Dinner (Boodle Fight Set-Up): 3 viands, rice, salad, soup, dessert, and drinks Socials: pica-pica and drinks
May 16, 2025	Breakfast: 3 viands, rice, salad, soup, dessert, and drinks

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

d) Team Building Activity

- With outdoor activity area for Team Building.

May 16, 2025	Breakfast: 3 viands, rice, salad, soup, dessert, and drinks
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- Ensure continuous availability of drinking water, coffee, tea, and/or juice.
- Identify any attendees with food allergies or dietary restriction and offer a variety of suitable meal options.
- Provide a proposed meal schedule.

d) **Team Building Activity**

- With outdoor activity area for Team Building.
- Provide Team Building Program and Facilitator on Day 2 (May 15, 2025).
- Participants: 4 groups (9-10 pax/group)
- Provide 4 marshals per group during the entire team building activity.
- Ensure medical and first aid provisions for outdoor/physical activities.
- Ensure continuous availability of drinking water at the activity area.

e) **Additional Services**

- Provide motivational speaker on Day 1 (May 14, 2025).
- Provide facilitator for morning exercise on Day 2 (May 15, 2025) prior to start of Team Building Activity.
- Provide on-site security, especially for high-level management.
- Provide an on-site event coordinator for logistics, food, and room requirements.
- Offer post-event services like feedback forms or debriefing sessions.

(Please see the Terms of Reference)

Total amount of ABC: PhP 475,000.00

Contract Duration:	May 14-16, 2025
Location:	Within Rizal province.
	Quoted price should be inclusive of VAT and all applicable taxes.
	Awarding on per lot basis/one (1) lot.

TERMS OF REFERENCE

PNOC NOVI CONDUCTI BOOTCAMP VENUE

I. INTRODUCTION

The Philippine National Oil Company (PNOC) is conducting a **Novi Conducti Bootcamp** for its new hire employees. This event aims to foster team work,

- Provide Team Building Program and Facilitator on Day 2 (May 15, 2025).
- Participants: 4 groups (9-10 pax/group)
- Provide 4 marshals per group during the entire team building activity.
- Ensure medical and first aid provisions for outdoor/physical activities.
- Ensure continuous availability of drinking water at the activity area.

e) Additional Services

- Provide motivational speaker on Day 1 (May 14, 2025).
- Provide facilitator for morning exercise on Day 2 (May 15, 2025) prior to start of Team Building Activity.
- Provide on-site security, especially for high-level management.
- 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

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. 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	
I. Availability			
		X (.5) =	
II. Location and Site Condition			
		X (.1) =	
III. Neighborhood Data			
		X (.05) =	
IV. Venue			
		X (.35) =	
FACTOR VALUE			

Note: Passing Rate is 70.00%

VI. PAYMENT DETAILS

Payment of the venue and services rendered must follow the government procedure through a send bill arrangement.

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

- 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:

- The subject line must indicate the RFQ Reference Number
- The email body must include the following details:
 - Project Title
 - Name of the company and its authorized representative
 - 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.

- Bidders will be immediately notified via email of the receipt of the proposal/quotation.
- Proposal/quotation submitted late based on system timestamp will be automatically disqualified.
- A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders upon request.
- 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.