



**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 : **24 April 2025**  
Project Title : **Rental of Transport Service for the PNOC NOVI Conducti Booth Camp**  
Reference No. : **2025-04-101**  
Total ABC : **PhP 30,000.00**  
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**                      **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
- Price Quotation / Proposal and Compliance Form



#### Additional Requirements:

- Photocopy of the assigned driver's professional license
- Photocopy of the Official Receipt and Certificate of Registration for the assigned shuttle
- Resume of the assigned driver
- Personal Accident Insurance (PPAI)
- Photos of the assigned shuttle, including both interior and exterior views

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.

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

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### Rental of Transport Service for the PNOC NOVI Conducti Booth Camp

ITEM NO.	UM	TECHNICAL SPECIFICATION/S	QTY	TOTAL AMOUNT (P)
1	Lot	<b>Rental of Transport Service for the PNOC NOVI Conducti Booth Camp</b> (Please refer to the Terms of Reference)	1	
<b>Total amount of ABC: Php 30,000.00</b>				
Contract Duration:		May 14 - 16, 2025		
Delivery Place:		Within Rizal Province		
		Awarding on per lot basis/one (1) lot		

### TERMS OF REFERENCE

#### Rental of Transport Service for the PNOC NOVI Conducti Booth Camp

#### 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, communication, unity and leadership among participants. The event will be held from **May 14 to 16, 2025**.

#### II. OBJECTIVES

- To provide a transport service for the PNOC Novi Conducti Bootcamp.
- To secure comfortable and appropriate transport service for all participants.
- To arrange transport services for the duration of the event.
- To ensure the smooth and efficient execution of the event.

#### III. EVENT DURATION AND LOCATION

	Description	No. of Seats	Shuttle Quantity
1	Date: 14 May 2025 Time: 08:00 A.M. Pick up from: PNOC Office - G/F PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City  Drop Off at: within Rizal Province	35	1
2	Date: 16 May 2025 Time: 9:00 A.M.  Pick up from: within Rizal Province.	35	1

	<p>Stop-over: within 15 kilometers from pick-up point for lunch</p> <p>Drop Off at: PNOC Office – G/F PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City around 4:00PM</p>		
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**IV. SCOPE OF WORK**

The selected vendor will be responsible for the following:

- a. The transport service can accommodate for up to thirty-five (35) passengers with luggage and driver in one service vehicle;
- b. The vendor should have:
  - i. Relatively new, clean, spacious and well-maintained fleet of shuttles, preferably not more than five (5) years old. Upholstery and curtains should be clean smelling and untarnished;
  - ii. Shuttles with seats which provide good cushioning and comfortable seating for long trips;
  - iii. Shuttles equipped with safety belts for all seats, climate control or air conditioning, adjustable cooling system, TV/Video on Board;
  - iv. Shuttles regularly checked for roadworthiness and safety. The vehicle, particularly the engine and air conditioning units, should be in top condition. (Maintenance records may be checked by PNOC personnel or staff);
  - v. Fire extinguisher
- c. The vendor should have a stable of professional and courteous Shuttle drivers. The drivers must fulfil following requirements:
  - i. Must be fully qualified and a professional Driver’s License holder;
  - ii. Must have at least 3 years of relevant professional experience;
  - iii. Must have a very good knowledge of the region and road networks;
  - iv. Must be well presented, polite, courteous and discreet;
  - v. Must always drive at a safe speed allowed by traffic rules and regulations and follow the shortest route to destination;
  - vi. Must, at all times, adhere to traffic rules and regulations.

**Other Requirements**

- a. The vendor shall provide a Passenger Personal Accident insurance (PPAI);
- b. The vendor should be responsible for all necessary diesel expenses, toll fees and driver’s fee and meals for the whole duration of the contract;
- c. Should a shuttle develop any kind of mechanical fault in transit which would render the vehicle inoperable, the vendor must immediately provide a replacement at the earliest possible time;
- d. All shuttles must be covered by a comprehensive insurance including passenger liabilities Insurance;
- e. In case of the vendor’s failure to provide the services at any time during the effectivity of the contract, the vendor shall find an alternative service provider at no additional cost to PNOC.;
- f. The vendor shall ensure the road worthiness of assigned bus/shuttle;

- g. PNOC has the right to refuse a vehicle which does not meet the technical requirements

**V. EVALUATION CRITERIA**

The project shall be awarded to the Single/Lowest Calculated Responsive Quotation (S/LCRQ).

**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**

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 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.
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.