



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 : **Procurement of Services of a Certifying Body for ISO 9001:2015 Certification**
Reference No. : **2025-04-102**
Total ABC : **PhP 440,000.00**
Submission Deadline : **6 May 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; Portable Document Format (PDF) copy to email
or
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)




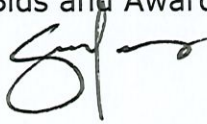
Additional Requirements:

- Philippine Accreditation Bureau (PAB) Certificate of accreditation or any other internationally recognized accreditation body.
- Certificate of Registration - Department of Trade and Industry (DTI)/ Securities and Exchange Commission (SEC)/ Bureau of Internal Revenue (BIR)
- Proof of experience of at least five (5) years in certifying organizations under ISO 9001:2015.
- Curriculum Vitae of qualified auditors with relevant industry experience.
- Proof of conduct of certification audits for at least three (3) government agencies or similar institutions.
- The Certifying Body must not have any conflict of interest with PNOC.

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 / gsmendoza@pnoc.com.ph.

Thank you.


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


PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Procurement of Services of a Certifying Body for ISO 9001:2015 Certification

LOT	UOM	TECHNICAL SPECIFICATIONS	TOTAL AMOUNT OF BID (P)
1	LOT	PROCUREMENT OF SERVICES OF A CERTIFYING BODY FOR ISO 9001:2015 CERTIFICATION (Please refer to attached Terms of Reference)	
Total amount of ABC: PhP 440,000.00			
Total amount of Bid (VAT inclusive):			
Delivery Schedule:		Five (5) months exclusive of the Two (2) Year Surveillance Audits	
Delivery Place:		PNOC-Main Office (Taguig)/ ESB (Batangas)/ PIP (Bataan)	
Project Timeline:		Pre-Assessment Audit (30 Days from receipt of Notice to Proceed)	
		Stage 1 (Initial Audit and Reporting)	
		Stage 2 (Certification Audit and Reporting)	
		Issuance of Certification	
		First (1 st) Annual Surveillance Audit and Reporting	
		Second (2 nd) Surveillance Audit and Reporting	

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF A CERTIFYING BODY FOR ISO 9001:2015 CERTIFICATION

1. INTRODUCTION

The Philippine National Oil Company (PNOC) seeks to obtain ISO 9001:2015 Certification to enhance its Quality Management System (QMS) and ensure continuous improvement in its processes and services. To achieve this, PNOC intends to engage the services of an accredited certifying body to conduct the necessary audits and provide certification services in compliance with ISO 9001:2015 standards.

2. OBJECTIVES

The primary objectives of this procurement are as follows:

1. To assess PNOC's compliance with ISO 9001:2015 requirements.

2. To conduct independent and objective audits of PNOC's Quality Management System (QMS).
3. To grant ISO 9001:2015 Certification upon successful completion of the audit process.
4. To provide recommendations for continuous improvement of PNOC's QMS.

3. SITES COVERED

This Terms of Reference applies to the following PNOC sites under the scope of the Quality Management System (QMS):

1. Site 1: PNOC Head Office (PNOC HO), Energy Center, Rizal Drive, Bonifacio Global City, Taguig City 1634
2. Site 2: PNOC Energy Supply Base (ESB), Mabini, Batangas 4202
3. Site 3: PNOC Industrial Park (PIP), Mariveles, Bataan 2105

These sites are integral to the operations and implementation of PNOC's quality management processes and are therefore included in the scope of ISO 9001:2015 certification and continuous improvement initiatives.

4. SCOPE OF WORK

The selected certifying body shall perform the following services in PNOC HO, ESB and PIP:

a. Pre-Assessment Audit

- Conduct an initial review of PNOC's QMS documentation.
- Identify gaps and areas for improvement in preparation for the formal audit.
- Provide guidance on compliance with ISO 9001:2015 requirements.

b. Stage 1/Initial Audit and Reporting (Documentation Review)

- Evaluate PNOC's documented procedures and policies.
- Assess the readiness of PNOC for the certification audit.
- Identify any non-conformities and recommend corrective actions.

c. Stage 2/Certification Audit and Reporting (Certification Audit)

- Conduct an on-site audit to verify the implementation and effectiveness of PNOC's QMS.
- Determine compliance with ISO 9001:2015 requirements.
- Issue a certification decision based on the audit findings.

d. Surveillance Audits (1st and 2nd Annual Surveillance Audit and Reporting)

- Conduct periodic surveillance audits as required to maintain certification.
- Ensure continued compliance with ISO 9001:2015 standards.
- Recommend actions for continual improvement.
- Surveillance audits shall be conducted at least once per year during the three (3) year certification cycle, in accordance with ISO 9001:2015 requirements.

5. DELIVERABLES

The certifying body is expected to provide the following deliverables:

1. Pre-Assessment Report – Identifying areas for improvement before the formal audit.
2. Stage 1 Audit Report – Documenting findings and readiness for the certification audit.
3. Stage 2 Audit Report – Providing audit results, non-conformities, and recommendations.
4. ISO 9001:2015 Certificate – Issued upon successful completion of the audit.
5. Surveillance Audit Reports (1st and 2nd Annual Surveillance) – Outlining continuous compliance and improvement areas.

6. QUALIFICATIONS OF THE CERTIFYING BODY

The certifying body must meet the following criteria:

1. Must be accredited by the Philippine Accreditation Bureau (PAB) or any other internationally recognized accreditation body.
2. Must have at least five (5) years of experience in certifying organizations under ISO 9001:2015.

3. Must have a team of qualified auditors with relevant industry experience.
4. Must have conducted certification audits for at least three (3) government agencies or similar institutions.
5. Must not have any conflict of interest with PNOC.

7. TIMELINE

The project shall be implemented based on the following schedule:

Activity	Timeline
Pre-Assessment Audit	Within 1 month from receipt of Notice to Proceed
Stage 1/Initial Audit and Reporting	Within 1 month after the end of the Pre-Assessment Audit
Stage 2/Certification Audit and Reporting	Within 2 months after the end of the Stage 1/Initial Audit and Reporting
Issuance of Certification	Within 1 month after the end of the Stage 2/Certification Audit and Reporting
1st Annual Surveillance Audit and Reporting	Conducted on or before the anniversary of the Stage 2/ Certification Audit and Reporting
2nd Annual Surveillance Audit and Reporting	No more than 12 months apart from the 1st Annual Surveillance Audit and Reporting

Project Duration: 5 months exclusive of the 2-year Surveillance Audits.

8. Eligibility, Qualification and Expertise Required

To ensure the successful delivery of the consultancy services, the Consultant must meet the following qualifications:

a. Firm Qualifications

The consulting firm must:

- a. Must be accredited by the Philippine Accreditation Bureau (PAB) or any other internationally recognized accreditation body.
- b. Must have at least five (5) years of experience in certifying organizations under ISO 9001:2015.
- c. Must have conducted certification audits for at least three (3) government agencies or similar institutions (definition of a similar project).
- d. Must not have any conflict of interest with PNOOC.

b. Key Personnel Requirements

The Consultant must deploy a team of professionals with the following minimum qualifications and expertise:

Position	Qualifications	Responsibilities
Lead Auditor	Must have at least five (5) years of auditing experience in quality management systems.	Lead and oversee the entire audit process. Ensure compliance with ISO 9001:2015 standards. Provide final audit findings and recommendations.
Co-Auditor (s)	Must have at least three (3) years of experience in conducting ISO 9001:2015 audits.	Assist the lead auditor in reviewing documentation and conducting assessments. Identify non-conformities and propose corrective actions. Support in report preparation and audit documentation.
Document Review Specialist	Must have at least three (3) years of experience in assessing QMS documentation and ISO standards compliance.	Review and assess the completeness and correctness of QMS documentation. Ensure that documents align with ISO 9001:2015 requirements. Recommend necessary revisions or improvements.

1. Evaluation Criteria

Consultants will be evaluated using the Quality-Cost Based Selection (QCBS) method, with a 70%-30% ratio for the technical and financial proposals, respectively.

Criteria	Weight (%)	Point System	Score	Weighted Score	Remarks
A. Technical Proposal (70%)					
1. Experience and Capability of the Firm	20	20: Extensive experience with more than 3 similar projects 10: Good experience with 3 similar projects			Track record in similar projects
2. Qualifications of Key Personnel	20	20: All key personnel meet/exceed qualifications and have more than 5 years of experience 10: All key personnel meet qualifications and have 3-5 years of experience			Expertise and experience of experts
4. Work Plan and Schedule	30	10: Workplan submitted is less than 5 months (excluding surveillance period) 5: Work plan submitted is 5 months (except surveillance period)			Realism and adequacy of the timeline
Subtotal - Technical	70%				
B. Financial Proposal (30%)					

Financial Proposal	30	30: Lowest bid gets full points; others scored proportionally			Based on the proportional scoring formula (Lowest Bid / Bidder's Bid) x 30
Subtotal Financial	- 30%				
Total Score	100%				

1. Terms and Conditions Terms of Payment, Conditions of Payment and Liquidated Damages

1. Terms of Payment

Payment shall be chargeable against the 2025 Approved Corporate Operating Budget (COB), and shall be paid within fifteen (15) calendar days after completion and acceptance by the Quality Management Representative of the required output.

Extensions shall not be allowed except upon written request submitted to PNOB President and CEO at least three (3) days prior to the due date, and only for meritorious reasons, as may be determined by the President and CEO.

1. Conditions of Payment

1. Payment will only be processed upon completion of Stage 2/Certification Audit Report (1st payment), receipt of 1st Annual Surveillance Audit Report (2nd payment) and receipt of 2nd Annual Surveillance Audit Report (3rd payment);

1. All deliverables must meet the agreed quality standards and be submitted according to the approved sequence;

1. Delays in submission without an approved extension may result in penalties, as specified in the contract; and

1. The Consultant shall submit billing statement supported by the corresponding Certificate of Acceptance.

1. Liquidated Damages

The Consultant shall promptly comply with the schedule of deliverables. In case of failure to submit within the agreed period (inclusive of extensions duly granted), the Consultant shall be liable for liquidated damages in the amount of 1/10 of 1% of the cost of the project, for every day of delay until submitted. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event, PNOC may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

11. Working and Reporting Arrangements

In the pursuit of the Project, the Consultant shall directly report to the Quality Management Representative for the preparation and completion of the deliverables.

The engagement of the Consultant shall commence upon their receipt of the Notice to Proceed from PNOC.

12. Approved Budget for the Contract

Four Hundred Forty Thousand Pesos (PhP440,000.00) inclusive of all applicable taxes and all other expenses.

a. Data Privacy and Non-Disclosure Agreement

The Consultant shall conform to the Data Privacy Act and its related issuances, and any or all information that the Consultant may acquire, create, determine, discover and submit, including but not limited to the agreed deliverables and reports, shall be deemed property of PNOC and shall be subject to non-disclosure to any party without prior written approval of PNOC.

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 proposal/quotation submitted late or beyond deadline 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 (PDF) format 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 as requested.
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.