



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 : **28 May 2025**
Project Title : **Lease Of Venue and Catering Services for PNOC's Energy Services for the Government Conference**
Reference No. : **2025-05-128**
Total ABC : **PhP 475,000.00**
Submission Deadline : **05 June 2025 / 09:00 AM**
Location : **Within Bonifacio Global City, 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
- 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

Lease Of Venue and Catering Services for PNOC's Energy Services for the Government Conference

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)
1	Lot	<p>The selected vendor will be responsible for the following:</p> <p>1. Venue:</p> <ul style="list-style-type: none">▪ Provide a function hall with a minimum capacity of 130 pax, equipped with:<ul style="list-style-type: none">○ Conference-style seating for participants.○ LED screen (minimum 200" / approx. 2,480mm x 4,430mm).○ At least twelve (12) wireless microphones to accommodate the host, participants during Q&A sessions, and panelists and moderators during the Panel Discussion and Open Forum.○ Sound system adequate for clear, even coverage throughout the function room.○ Comfortable stage setup for panel discussion, such as a long table with tablecloth and corresponding chairs or sofa setup for up to six (6) panel speakers.○ Access to printing or photocopying, if necessary.○ Strong Wi-Fi connectivity of at least 10 Mbps (fiber-optic preferred), with a backup option.○ Air-conditioned Hall with proper lighting and ventilation.○ Availability of a standby generator to ensure power continuity.○ On-site AV technician or technical support staff to manage equipment and respond to issues throughout the event.○ Availability of washroom near or inside the venue. <p>2. Food and Beverage Services:</p> <ul style="list-style-type: none">▪ Provide food and beverage services for the entire activity (July 23, 2025), including:	

		<p>AM Snacks Snack: Variety of light snack options (e.g. pastries, sandwiches, pasta, fruits, nuts)</p> <p>Lunch Buffet Lunch Buffet: 5 dishes, salad, soup, dessert, with a pescatarian option.</p> <p>PM Snacks Snack: Similar variety to the AM Snack.</p> <ul style="list-style-type: none"> • Ensure continuous availability of drinking water, freshly brewed coffee and coffee condiments (e.g., sugar and creamer), tea, and juice. • Coordinate with the organizers to identify attendees with food allergies or dietary restrictions. Ensure alternative meal options are available for special dietary needs. • Proposed Meal Schedule <ul style="list-style-type: none"> ◦ Coffee/AM Snack: ~9:55 AM ◦ Lunch Buffet: ~11:40 AM – 1:00 PM ◦ Coffee/PM Snack: ~1:40 PM <p>3. Additional Services</p> <p><u>On-site Event Coordinator</u></p> <ul style="list-style-type: none"> • Assign a dedicated coordinator to assist with: <ul style="list-style-type: none"> ▪ Event logistics and flow ▪ Room setup adjustments ▪ Catering coordination ▪ Technical support liaison <p><u>On-site Security Personnel</u></p> <ul style="list-style-type: none"> • Ensure appropriate security is available, particularly due to the presence of high-level government and PNOC officials. <p><u>Medical and First Aid Provisions</u></p> <ul style="list-style-type: none"> • Make available a first aid kit and access to medical assistance in case of emergency. <p><u>Post-Event Services</u></p> <ul style="list-style-type: none"> • Distribution and collection of feedback forms from participants. • Support for any debriefing or wrap-up sessions as needed. <p><u>Parking</u></p> <ul style="list-style-type: none"> • Provision of at least 10 free parking slots for organizers and key guests. 	
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		(Please see the Terms of Reference)	
Total amount of ABC: PhP 475,000.00			
Contract Duration:	July 23, 2025		
Location:	Within Bonifacio Global City, Taguig City		
	Quoted price should be inclusive of VAT and all applicable taxes.		
	Awarding on per lot basis/one (1) lot.		

TERMS OF REFERENCE

LEASE OF VENUE AND CATERING SERVICES FOR PNOC'S ENERGY SERVICES FOR THE GOVERNMENT CONFERENCE

I. INTRODUCTION

The Philippine National Oil Company (PNOC) will host the **Energy Services for the Government Conference** to promote energy efficiency and sustainability in government operations. This event will bring together officials from national government agencies (NGAs), government-owned and controlled corporations (GOCCs), and local government units (LGUs).

The conference aims to present practical energy solutions and services that can help public institutions reduce costs, improve operations, and support national energy goals. The event will be held on **July 23, 2025**, with a total of **130 participants**.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total budget allocated for the lease of venue and catering services for the event is **PHP 475,000.00 (four hundred seventy-five thousand pesos)**.

III. OBJECTIVES

Through this event, we aim to:

- Promote PNOC's energy services tailored for public institutions;
- Inform agencies about relevant government policies and compliance requirements;
- Facilitate the expression of interest from potential partner agencies;
- Strengthen PNOC's visibility and support for upcoming budget deliberations.

IV. EVENT DURATION AND LOCATION

- Duration: **July 23, 2025 (1-day event)**
- Tentative Schedule: **9:00 AM - 4:00 PM**
- Location: Preferably located within Bonifacio Global City.

V. SCOPE OF WORK

The selected vendor will be responsible for the following:

1. Venue:

- Provide a function hall with a minimum capacity of 130 pax, equipped with:
 - Conference-style seating for participants.
 - LED screen (minimum 200" / approx. 2,480mm x 4,430mm).
 - At least twelve (12) wireless microphones to accommodate the host, participants during Q&A sessions, and panelists and moderators during the Panel Discussion and Open Forum.
 - Sound system adequate for clear, even coverage throughout the function room.
 - Comfortable stage setup for panel discussion, such as a long table with tablecloth and corresponding chairs or sofa setup for up to six (6) panel speakers.
 - Access to printing or photocopying, if necessary.
 - Strong Wi-Fi connectivity of at least 10 Mbps (fiber-optic preferred), with a backup option.
 - Air-conditioned hall with proper lighting and ventilation.
 - Availability of a standby generator to ensure power continuity.
 - On-site AV technician or technical support staff to manage equipment and respond to issues throughout the event.
 - Availability of washroom near or inside the venue.

2. Food and Beverage Services:

- Provide food and beverage services for the entire activity (July 23, 2025), including:

AM Snacks	Snack: Variety of light snack options (e.g. pastries, sandwiches, pasta, fruits, nuts)
Lunch Buffet	Lunch Buffet: 5 dishes, salad, soup, dessert, with a pescatarian option.
PM Snacks	Snack: Similar variety to the AM Snack.

- Ensure continuous availability of drinking water, freshly brewed coffee and coffee condiments (e.g., sugar and creamer), tea, and juice.
- Coordinate with the organizers to identify attendees with food allergies or dietary restrictions. Ensure alternative meal options are available for special dietary needs.
- Proposed Meal Schedule
 - Coffee/AM Snack: ~9:55 AM
 - Lunch Buffet: ~11:40 AM – 1:00 PM
 - Coffee/PM Snack: ~1:40 PM

3. Additional Services

- On-site Event Coordinator
 - Assign a dedicated coordinator to assist with:
 - Event logistics and flow

- Room setup adjustments
- Catering coordination
- Technical support liaison
- On-site Security Personnel
 - Ensure appropriate security is available, particularly due to the presence of high-level government and PNOC officials.
- Medical and First Aid Provisions
 - Make available a first aid kit and access to medical assistance in case of emergency.
- Post-Event Services
 - Distribution and collection of feedback forms from participants.
 - Support for any debriefing or wrap-up sessions as needed.
- Parking
 - Provision of at least 10 free parking slots for organizers and key guests.

VI. 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	(50)	
	2. Police and fire station	(50)	
		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. Food and Beverage Services	(5)	
	f. Client's Satisfaction 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%

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.

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 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.