



**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 : **13 June 2025**  
Project Title : **Engagement of an Event Organizer for PNOC Mid-Year Rally 2025**  
Reference No. : **2025-06-138**  
Total ABC : **PhP 1,970,000.00**  
Submission Deadline : **17 June 2025 / 09:00 AM**  
Place of Delivery : **Orani, Bataan**

Accomplished **Price Quotation/Proposal and Compliance Form** together with belowlisted 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
- Notarized Omnibus Sworn Statement (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)
- Price Quotation / Proposal and Compliance Form
- Latest Income/Business Tax Return

**Additional Requirements:**

- Company Profile
- Proof of completed event management contract of at least three (3) corporate events with 100+ attendees (e.g. Certificate of Completion and Acceptance or Official Receipt, etc.)

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.

  
**MS. HELEN M. ALFONSO**  
OIC-Department Manager A  
Strategy Management Office

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### Engagement of an Event Organizer for PNOC Mid-Year Rally 2025

LOT NO.	UM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE	TOTAL AMOUNT (P)
1	lot	<b>Engagement of an Event Organizer for PNOC Mid-Year Rally 2025</b> Scope of Work and Responsibilities: <ul style="list-style-type: none"> <li>• Event Planning &amp; Coordination</li> <li>• Full-Board Accommodation &amp; Lodging</li> <li>• Program Implementation</li> <li>• Resource Speakers and Facilitators</li> <li>• Motor pool and Transport Coordination</li> <li>• Technical and Creative Services</li> <li>• Risk Management</li> <li>• Post-Event Reporting</li> <li>• Other Matters</li> </ul> <i>(Please see the Terms of Reference below)</i>	1		
<b>TOTAL AMOUNT OF BID:</b>					
Total amount of ABC:		Php 1,970,000.00			
Delivery Schedule:		July 2 to 4, 2025			
Project Location:		Orani, Bataan			
Awarding:		Per lot			

### TERMS OF REFERENCE

#### PROJECT:

Engagement of an Event Organizer for PNOC Mid-Year Rally 2025

#### EVENT DETAILS:

As part of its continuous internal engagement and alignment efforts, the Philippine National Oil Company (PNOC) will conduct its Mid-Year Rally 2025 on **July 2 to 4, 2025** in **Orani, Bataan**. Themed around unity, innovation, and performance, the event will bring together PNOC employees for a three-day event that includes strategic activities, team competitions, and experiential learning.

The event is designed to reinforce the company's strategic objectives and cultivate a collaborative culture, culminating in the ceremonial rallying of the entire organization around its shared 2030 vision.

Estimated Participants: 130 pax

Venue: Orani, Bataan (various locations, including accommodation and nearby venues for activities)

## **SCOPE OF WORK & RESPONSIBILITIES:**

The Event Organizer (EO) shall provide end-to-end planning, coordination, and execution for PNOC's Mid-Year Rally 2025. The EO must ensure seamless implementation across all components of the program, including event concept design, technical setup, and on-ground facilitation. In particular, the EO shall undertake the following:

### **1. Event Planning & Coordination:**

- Develop a comprehensive activity plan with timelines, task checklists, team assignments, and monitoring mechanisms.
- Coordinate closely with PNOC's working committee and designated focal persons.
- Conduct regular meetings, onsite inspections, and joint planning sessions.
- Manage coordination across all logistical needs (venues, permits, accommodation, meals, transportation, etc.).

### **2. Full-Board Accommodation & Lodging:**

- Arrange check-in, rooming assignments, and full-board meals (breakfast, lunch, dinner, and snacks) throughout the stay.
- 130 participants must be accommodated by team, in alignment with the program of activities. Accommodations should be arranged in groupings per team, ensuring that each team is housed together in suitable lodging that can comfortably accommodate at least 22 participants.
- Coordinate logistics to ensure consistent service quality and proximity among all lodging sites.
- Coordinate meals across multiple venues as needed, including buffet-style team dinners and travel meal packs.

### **3. Program Implementation:**

- Conceptualize and manage the execution of the following scheduled activities:
- Provide facilitators and event marshals for all scheduled competitions and games.

#### **July 2 (Wednesday)**

**8:30 AM** – Assembly at Rally Site

**9:15 AM** – Kick-Off Program

- Welcome Remarks
- Rally Overview, House Rules & Scoring
- Unveiling of "The Track"

**10:00 AM** – **Keynote Speaker:** *Fueling Our Future (Motivational Talk)*

**12:00 NN** – Lunch

**1:00 PM** – **Race 1: Strategic Grand Prix**

**6:00 PM** – Break / Rest

**7:00 PM** – Dinner

**7:45 PM** – **The Pit Stop Show** (*Talent Night & Team Video Presentations*)

#### **July 3 (Thursday)**

**7:00 AM** – Breakfast

**8:00 AM** – Quick Recap of Day 1

**9:00 AM** – **Race 2: Roadmap to 2030 & 2035**

**12:00 NN** – Lunch

**1:00 PM** – Continuation of Race 2  
**3:00 PM** – Pit Stop Break  
**3:30 PM** – Team Bonding Games & Outdoor Challenge  
**5:30 PM** – Free Time  
**7:30 PM** – Structured Team Alignment Activities  
(*Reflections, Coaching, and Planning in Action*)

**July 4 (Friday)**

**7:30 AM** – Breakfast & Pack-Up  
**9:00 AM** – **Synthesis Session:** What We Learned. Where We Go.  
**10:30 AM** – Rally Site Departure  
**12:00 NN** – Lunch Route / Fellowship Stop

**4. Resource Speakers and Facilitators:**

- Invite and coordinate with at least one Keynote Speaker aligned with the theme.
- Identify and secure the services of a certified team-building facilitator to run Day 1-3 activities games.

**5. Motorpool and Transport Coordination:**

- Arrange roundtrip group transportation for participants.
- Coordinate trips to other activity venues (e.g., Pitstops/Lunch).
- Assign on-ground transport marshals.

**6. Technical and Creative Services:**

- Provide sound system and multimedia setup per venue/activity.
- Produce all required event materials (t-shirts, tarpaulins, program booklets, game props, giveaways, etc.).
- Manage event documentation (photos and videos).

**7. Risk Management:**

- Develop a risk management plan to mitigate disruptions (weather, health and safety, coordination delays).
- Provide first aid support and coordinate with local emergency responders.

**8. Post-Event Reporting:**

- Submit a comprehensive post-activity report summarizing the event, photo and video documentation, participant feedback, and recommendations.

**OWNERSHIP OF THE PROJECT:** All materials produced shall be the sole property of PNOC. Usage, distribution, or reproduction in any format must have prior PNOC approval. PNOC reserves the right to use all materials in perpetuity and for any public awareness activity or campaign.

**SERVICE PROVIDER QUALIFICATIONS:**

- Must be PHILGEPS-registered with at least 3 years' experience in corporate event management.
- Proven capacity to manage large-scale team-building events.
- Completed event management contract of at least three (3) corporate events with 100+ attendees.

## PAYMENT TERMS:

Activity	Percent of Payment
<b>Inception:</b> Upon approval by PNOC of the comprehensive activity plan	15%
<b>Successful Organization of the Event:</b> Upon the conduct and execution of the PNOC Mid-Year Rally (MYR)	75%
<b>Post Event Requirements:</b> Upon the submission of comprehensive post-activity report	10%

## 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 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.

# Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or

the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*