



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 : **30 September 2025**
Project Title : **Training Provider/Subject Matter Expert for Training Course on Knowledge Management**
Reference No. : **2025-09-177**
Total ABC : **PhP 420,000.00**
Submission Deadline : **07 October 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; or Portable Document Format (PDF) 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 / Proposal and Compliance Form
- BIR Form 2303
- Curriculum Vitae (CV) of Trainer or Subject Matter Expert

Additional Requirements:

- Proposed Training Methodology and Delivery Approach
- Proof of at least two (2) successfully completed training engagements conducted on Knowledge Management with government agencies or public sector institutions;
- Proof of completion of at least 30 hours of formal training and/or recent refresher courses in Knowledge Management

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

**Training Provider/Subject Matter Expert for
Training Course on Knowledge Management**

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)						
1	Lot	<p>➤ PNOC needs to engage the services of a Training Provider (TP)/Subject Matter Expert (SME) who will conduct a comprehensive training on KM covering core concepts, best practices, and practical tools. The program will also support participants in creating KM Action Plans aligned with their Office or Department’s goals.</p> <p><u>SCOPE, COVERAGE AND DELIVERABLES</u></p> <p>1) As part of the training program, the TP/SME shall conduct lectures, demonstrations, and practical exercises to enhance PNOC employees’ knowledge and skills in Knowledge Management (KM).</p> <table><tr><th>Training</th><th>No. of Participants</th><th>Duration</th></tr><tr><td>Knowledge Management</td><td>Four (4) batches, with thirty-two (32) attendees in each batch.</td><td>One-Day (8-Hour) Training</td></tr></table> <p>2) The Bidder must submit the following during implementation:</p> <ul style="list-style-type: none">a. Proposed Training Outlineb. Methodologyc. Learning Needs Analysis or equivalentd. Training materialse. Comprehensive Terminal Reportf. Certificates of Completion/Participation/Attendance <p>3) The Bidder must also submit the following documentary requirements upon submission of proposal:</p> <ul style="list-style-type: none">a. Program proposal with quotationb. Curriculum Vitaec. List of relevant training engagementsd. BIR Form 2303e. PhilGEPS Accreditation <p>4) Logistics and transportation shall be at the expense of the Bidder.</p> <p><i>Note: Please see attached Terms of Reference (TOR) for complete details</i></p>	Training	No. of Participants	Duration	Knowledge Management	Four (4) batches, with thirty-two (32) attendees in each batch.	One-Day (8-Hour) Training	
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Knowledge Management	Four (4) batches, with thirty-two (32) attendees in each batch.	One-Day (8-Hour) Training							

Total amount of ABC: PhP 420,000.00	
Contract Duration:	October – November 2025
Location:	PNOC Head Office, BGC, Taguig City
	Quoted price should be inclusive of VAT and all applicable taxes.
	Awarding is on per lot basis/one (1) lot.

TERMS OF REFERENCE

FOR TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR TRAINING COURSE ON KNOWLEDGE MANAGEMENT (KM)

1. Purpose

In recognition of the growing importance of embedding KM practices within the organization, this Terms of Reference (TOR) outlines the engagement of a TP/SMEs to design and deliver a comprehensive training course on KM for PNOC employees.

2. Program Objectives

This Program aims to achieve the following:

- a. Provide a comprehensive introduction to key KM concepts, models, paradigms, and the KM lifecycle, establishing a strong foundational understanding;
- b. Highlight best practices and common challenges in KM to inform and guide effective implementation strategies;
- c. Equip participants with practical tools, techniques, and methodologies tailored to their specific roles and organizational contexts; and
- d. Facilitate the creation of a customized KM Action Plan that aligns with the unique goals and needs of their respective Offices or Departments.

3. Scope of Work, Coverage and Deliverables

The TP/SMEs shall perform the following activities and complete the deliverables within the given time frame.

Target Training Schedule: October – November 2025

Venue: PNOC Head Office, BGC, Taguig City

Training	Activities	No. of Participants	Duration
Knowledge Management	The SME or Training Provider will deliver lectures, demonstrations, and exercises to enhance PNOC employees' knowledge and skills in KM.	Four (4) batches, with thirty-two (32) attendees in each batch.	One-Day (8-Hour) Training

a. Pre-Training Requirements:

1. The TP/SMEs shall be highly proficient or an expert in customizing a training design/module appropriate in achieving the objectives of the training course.

2. The TP/SMEs shall conduct a thorough Learning Needs Analysis (LNA) or equivalent prior to customization of the training design/module.
3. The TP/SMEs shall develop an interactive program incorporating modern engagement strategies.
4. The TP/SMEs shall present the customized training design/module and facilitate a walk-through session to the Personnel Services Division (PSD)-Learning and Development (L&D) Team, at least ten (10) working days prior to the actual date of training conduct to ensure that the training objectives will be met.
5. At least ten (10) days prior to the scheduled training, the TP/SMEs must submit to the PSD-L&D Coordinator a soft copy of all relevant training materials. These include, but are not limited to, the Facilitator's Guide, training modules, handouts or training manuals, pre-test and post-test questionnaires, sample training certificates, and any other materials intended for participant use or distribution.

b. Actual Training Conduct

6. The TP/SMEs shall prepare and provide all necessary training materials, including training kits, handouts, activity sheets, and assessment tools, ensuring they are appropriate and aligned with the objectives of the learning session.
7. The TP/SMEs shall administer a pre-test and post-test to assess participants' knowledge and skills before and after the training. They shall also provide feedback and conduct assessments as needed. The TP/SMEs are responsible for checking the tests and preparing a comprehensive summary report of the results, which will be included in the terminal report. All results shall be submitted to PSD-L&D for documentation and record-keeping purposes.

c. Post-Training Requirements

8. The TP/SMEs must submit a comprehensive terminal report along with all required documents specified in this TOR—including the preparation and submission of Certificates of Completion for all eligible participants—within four (4) weeks following the completion of the training program, or within a mutually agreed timeframe with PSD. Failure to submit the complete set of requirements shall constitute sufficient grounds for withholding payment processing.

4. Qualification and Expertise Required

The TP/SMEs must be a duly recognized professional organization or individual with established expertise in KM. The following minimum qualifications must be met:

- a. A minimum of three (3) years of demonstrated experience in designing and delivering training programs specifically focused on Knowledge Management;
- b. At least two (2) successfully completed training engagements on Knowledge Management with government agencies or public sector institutions;
- c. Must have completed at least 30 hours of formal training and/or recent refresher courses in Knowledge Management to ensure that the content and methodologies are up-to-date and aligned with current best practices; and
- d. Proven capability to deliver technical expertise in Knowledge Management, including but not limited to the use of KM tools and techniques, development of KM Action Plans, and KM implementation.

5. Criteria for Technical and Financial Evaluation

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulations of R.A. 12009. Interested bidders shall submit both the technical and financial proposals, which shall serve as the basis of selection. The technical and financial proposals shall be evaluated based on the weight of 70% and 30% allocation, respectively.

I. Technical Proposal (70%)

The interested bidder must submit a detailed proposal outlining their technical experience and training plan, including professional inputs, training agenda and schedule, as well as all associated training requirements.

The proposal shall be based on the following aspects:

a. Training Proposal (40%)

The technical proposal will be evaluated on the following aspects:

- The training outline and defined outputs and methodology.

Criteria for the Technical Proposal	Points
Proposed Training Methodology and Delivery Approach	(40)
Rating: Very Good <ul style="list-style-type: none">• Demonstrates a deep understanding of KM concepts, principles, and challenges relevant to the training context.• Presents a highly innovative and effective approach, showing advanced knowledge of KM tools, frameworks, and best practices.• Methodology is clearly tailored to the project context, with adaptive mechanisms for evolving needs.• Includes original or value-added elements (e.g., case studies, real-life applications, digital tools, community of practice models) that enhance training quality and learning outcomes.• Provides detailed, realistic strategies for improving the impact, sustainability, and scalability of the KM training.	40
Rating: Good <ul style="list-style-type: none">• Provides a clear, well-structured methodology that is relevant to the training course objectives.• The proposed approach is specific to KM, showing a solid understanding of the subject matter and key issues.• Demonstrates flexibility to adapt to potential challenges or changes during implementation.• Includes contextualized examples or tools aligned with the course goals and participant needs.• Covers key KM elements such as knowledge capture, sharing, retention, and organizational learning.	30
Rating: Fair <ul style="list-style-type: none">• Presents a generic or partially tailored methodology that could apply to multiple types of training without sufficient KM-specific focus.	20

<ul style="list-style-type: none"> • Demonstrates only a basic or surface-level understanding of KM and its practical application. • Offers limited adaptation to the context, learner needs, or expected outcomes of the KM course. • Key aspects such as knowledge assessment methods, feedback mechanisms, or learning sustainability strategies are not clearly developed. • Lacks innovation or reflection on the interconnectedness of KM issues, such as organizational culture, technology use, or leadership in KM. 	
<p>Rating: Poor</p> <ul style="list-style-type: none"> • The methodology is vague, incomplete, or inappropriate for the KM training context. • Fails to demonstrate understanding of KM concepts or the training's objectives and audience. • Critical elements are missing (e.g., no explanation of knowledge capture methods, no learning evaluation plan). • Contains inconsistencies or misinterpretations of the scope and purpose of the training. • Does not propose any measurable outcomes or improvement strategies related to knowledge sharing or application. 	10

b. Qualification of Subject Matter Expert (30%)

The Subject Matter Expert will be evaluated on the following aspects:

- Training experience and qualifications according to the profile requirements.

Qualification of Personnel	(18)
1. Education	
• Masteral	9
• Masteral units (at least 12 units completed)	8
• Graduate of Information Science/Library Science and other related fields	7
• Graduate of other degrees	6
2. Relevant training	
• At least 40 hours	9
• At least 30 hours but less than 40 hours	8
• At least 20 hours but less than 30 hours	7
Experience and Capability of SME or Training Provider	(12)
1. Years in active practice/in operation	

<ul style="list-style-type: none"> • At least 5 years • At least 4 years but less than 5 years • At least 3 years but less than 4 years 	4 3 2
2. Years of experience in Knowledge Management, use of KM tools and techniques, and development of KM Action Plans <ul style="list-style-type: none"> • At least 5 years • At least 4 years but less than 5 years • At least 3 years but less than 4 years 	4 3 2
3. Number of completed training engagements on Knowledge Management with government agencies or public sector institutions <ul style="list-style-type: none"> • At least 4 or more trainings engagements conducted • At least 2-3 more trainings engagements conducted • At least 1 training engagement conducted 	4 3 2

II. Financial Proposal

PNOC shall require a detailed financial proposal for the defined outputs and methodology. The final score for the Financial Proposal shall be computed as follows:

$$SF = 0.30 \times F1/F$$

Note: SF is the financial score of the Financial Proposal under consideration
F1 is the lowest Financial Proposal
F is the Financial Proposal under Consideration

The final rating shall be the total of the Technical Score (TS) and Financial Score (FS), and the TP/SMEs must acquire a total of at least 70 points to qualify.

6. Terms of Payment

Payment shall be charged against the approved 2025 Corporate Operating Budget (COB). The TP/SMEs are expected to adhere strictly to the agreed schedule of outputs and deliverables, and are required to submit a Terminal Report upon completion of the engagement.

7. Approved Budget for the Contract

Four hundred twenty thousand pesos (P420,000.00) inclusive of all applicable taxes and all other expenses.

8. Data Privacy and Non-Disclosure Agreement

The TP/SMEs shall conform to the Data Privacy Act and its related issuances, and any or all information that the TP/SMEs 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 71.1.4 of RA 12009.

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.