



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	:	Engagement of Training Provider (TP)/Subject Matter Expert (SME) for Training-Workshop on Environmental, Social, and Governance (ESG)
Reference No.	:	2025-09-179
Total ABC	:	PhP 230,000.00
Submission Deadline	:	09 October 2025 / 09:00 AM
Place of Delivery	:	PNOC-Main Office, BGC, Taguig City or Accredited Venue by the Provider

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
or	

Physical Submission	Sealed envelope to PNOC Procurement Management Division at the above address
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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

Additional Requirement:

- Program Proposal with Quotation
- Curriculum Vitae (CV) of the TP/SME
- List of Relevant Training Engagements
- BIR Form 2303
- Proof that the TPE/SME has a minimum of three (3) years of demonstrated experience in designing and delivering training programs specifically focused on ESG
- Proof that the TPE/SME has completed at least two (2) training engagements on ESG with government agencies or public sector institutions
- Proof that the TPE/SME has completed at least 30 hours of formal training and/or recent refresher courses in ESG to ensure that the content and methodologies are up-to-date and aligned with current best practices

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 / ergenoso@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Engagement of Training Provider (TP)/Subject Matter Expert (SME) for Training-Workshop on Environmental, Social, and Governance (ESG)

ITEM NO.	UM	SCOPE OF WORK / COVERAGE / DELIVERABLES	TOTAL AMOUNT (P)
1	Lot	<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 "Environmental, Social and Governance (ESG)" including core concepts and practical tools for embedding ESG into business processes, financial and strategic decision making.</p> <ul style="list-style-type: none"> • Training Course: Environmental, Social and Governance (ESG)" • Number of Participants: Twenty-Five (25) attendees • Duration: One (1) session for 8 hours <p>2. Service Provider/Bidder must provide:</p> <ul style="list-style-type: none"> • Proposed Training Outline • Methodology • Learning Needs Analysis or its equivalent • Training Materials • Comprehensive Terminal Report • Certificates of Completion/Participation/Attendance <p>3. Logistics and Transportation shall be at the expense of the Service Provider/Bidder.</p> <p>Note: Please see below the Terms of Reference (TOR)</p>	
Total amount of ABC:		Php230,000.00	
Contract Duration:		Schedule to be agreed by PNOC and Service Provider upon issuance of Notice to Proceed (NTP) but not later than 31 October 2025	
Venue:		PNOC Head Office, BGC, Taguig City or accredited venue by the provider	
Awarding:		Per lot basis/one (1) lot	

TERMS OF REFERENCE

ENGAGEMENT OF TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR TRAINING-WORKSHOP ON ENVIRONMENTAL, SOCIAL, AND GOVERNANCE (ESG)

1. Purpose

In recognition of the growing importance of embedding Environmental, Social, and Governance (ESG) practices within the organization, these Terms of Reference (TOR) outline the engagement of a Training Provider (TP) and/or Subject Matter Experts (SMEs) to design and deliver a training-workshop on Environmental, Social, and Governance (ESG) for PNOC employees.

2. Program Objectives

This Program aims to achieve the following:

- a. Provide a comprehensive introduction to key Environmental, Social, and Governance (ESG) concepts, models, paradigms, and the ESG lifecycle, establishing a strong foundational understanding.
- b. Highlight best practices and common challenges in ESG to inform and guide effective implementation strategies.
- c. Equip participants with practical tools, techniques, and methodologies tailored to their specific roles and organizational contexts.
- d. Facilitate the creation of a customized ESG 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: Schedule to be agreed by PNOC and Service Provider upon issuance of Notice to Proceed (NTP) but not later than 31 October 2025

Venue: PNOC Head Office, BGC, Taguig City or accredited venue by the provider

<i>Proposed Schedule: October 2025</i>			
Training	Activities	No. of Participants	Duration
Environmental, Social, and Governance (ESG)	The SME or Training Provider shall conduct a lecture/presentation, samples, and exercises necessary to enhance the knowledge and competence of the employees of PNOC on ESG.	Twenty-Five (25)	1 day (8 hours) Course/Workshop

a. Pre-Training Requirements:

1. The TP/SMEs shall be highly proficient or an expert in customizing a training design/module appropriate for achieving the objectives of the training course.
2. The TP/SMEs shall conduct a Learning Needs Analysis (LNA) or equivalent before 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 before the actual date of training conduct to ensure that the training objectives will be met.
5. At least ten (10) days before the date of training conduct, the TP/SMEs must submit to the PSD-L&D Coordinator, such as but not limited to the Facilitator's Guide, training modules, hand-outs/training manual, pre-test and post-test, sample training certificates, and other relevant information materials, including those that shall be provided to the participants.

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 combination of pre-test and post-test or an output-based material 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 the Personnel Services Division (PSD). Failure to submit the complete set of requirements shall constitute 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 ESG. 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 ESG;
- b. At least two (2) completed training engagements on ESG with government agencies or public sector institutions;
- c. Must have completed at least 30 hours of formal training and/or recent refresher courses in ESG 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 ESG, including but not limited to the use of ESG tools and techniques, development of ESG Action Plans, and ESG implementation.

5. Rating Criteria

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 defined outputs and methodology.

Criteria for the Technical Proposal	Points
Proposed Training Methodology and Delivery Approach	(40)
<p>Rating: Very Good</p> <ul style="list-style-type: none"> • Demonstrates a deep understanding of ESG concepts, principles, and challenges relevant to the training context. • Presents a highly innovative and effective approach, showing advanced knowledge of ESG 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 ESG training. 	40
<p>Rating: Good</p> <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 ESG, 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 ESG elements such as knowledge capture, sharing, retention, and organizational learning. 	30
<p>Rating: Fair</p> <ul style="list-style-type: none"> • Presents a generic or partially tailored methodology that could apply to multiple types of training without sufficient ESG-specific focus. • Demonstrates only a basic or surface-level understanding of ESG and its practical application. 	20

<ul style="list-style-type: none"> • Offers limited adaptation to the context, learner needs or expected outcomes of the ESG course. • Key aspects such as ESG assessment methods, feedback mechanisms, or learning sustainability strategies are not clearly developed. 	
<p>Rating: Poor</p> <ul style="list-style-type: none"> • The methodology is vague, incomplete, or inappropriate for the ESG training context. • Fails to demonstrate understanding of ESG 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 ESG application. 	10

b. Subject Matter Expert (30%)

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

- Training experience and qualifications according to the profile requirements.

The technical proposal by the consultants shall be rated based on the following criteria and using the corresponding numerical weights:

Qualification of Personnel	(18)
1. Education of SME <ul style="list-style-type: none"> • Masteral • Masteral units (at least 12 units completed) • Preferably a graduate of Environmental Science, Business Management with a focus on Sustainability, or other equivalent fields • Graduate of other degrees 	9 8 7 6
2. Relevant Training <ul style="list-style-type: none"> • At least 40 hours • At least 30 hours but not less than 40 hours • At least 20 hours but not less than 30 hours 	9 8 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 	4

<ul style="list-style-type: none"> • At least 4 years but not less than 5 years • At least 3 years but not less than 4 years 	3 2
2. Years of experience in Environmental, Social and Governance and use of ESG tools and techniques, and development of ESG Action Plans <ul style="list-style-type: none"> • At least 5 years • At least 4 years but not less than 5 years • At least 3 years but not less than 4 years 	4 3 2
3. Number of completed training engagements on Environmental, Social and Governance with government agencies or public sector institutions <ul style="list-style-type: none"> • At least 4 or more training engagements conducted • At least 2-3 training engagements conducted • At least 1 training engagement conducted 	4 3 2

II. Financial Proposal (30%)

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

Two Hundred Thirty Thousand Pesos (Php230,000.00) inclusive of all applicable government taxes in accordance with government procedure upon completion of service/s.

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.

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

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 Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
- *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*

8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
 - a) *Carefully examine all of the Bidding Documents;*
 - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.