



## 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	:	<b>02 October 2025</b>
Project Title	:	<b>Engagement of Training Provider/Subject Matter Expert for Digital Upskilling</b>
Reference No.	:	<b>2025-09-181</b>
Total ABC	:	<b>PhP 236,000.00</b>
Submission Deadline	:	<b>09 October 2025 / 09:00 AM</b>
Place of Delivery	:	<b>PNOC-Main Office, BGC, Taguig City</b>

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](mailto: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:

- Program Proposal
- Proof of minimum three (3) years of demonstrated experience in designing and delivering training programs specifically focused on digital upskilling
- Proof of at least two (2) completed training engagements on digital upskilling with government agencies or public sector institutions;
- Proof of completion of at least 30 hours of formal training and/or recent refresher courses in digital upskilling

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) / [crgervacio@pnoc.com.ph](mailto:crgervacio@pnoc.com.ph).

Thank you.

*Antonio Buning*  
*fr.* **ATTY. JOSEPHINE CASSANDRA J. CUI**  
Chairperson *for*  
Bids and Awards Committee *attf*

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### Engagement of Training Provider/Subject Matter Expert for Digital Upskilling

LOT NO.	UOM	SCOPE OF WORK	TOTAL AMOUNT (P)
1	Lot	<p>➤ PNOC seeks the services of a Training Provider (TP)/Subject Matter Expert to deliver a capacity-building training on "Digital Upskilling." The program will equip employees with the knowledge, tools, and practical skills to effectively adopt and leverage emerging digital technologies, enhance business processes, and support strategic and operational decision-making, thereby fostering a future-ready workforce aligned with PNOC's digital transformation objectives.</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 "Digital Upskilling" to build foundation in AI literacy, ethics, and real-world applications for everyday work.</p> <ul style="list-style-type: none"> <li>• Training Course: "Digital Upskilling Capacity Building Training"</li> <li>• Number of Participants: 50 attendees</li> <li>• Duration: 16 hours</li> </ul> <p>2) Service Provider/Bidder must submit the following:</p> <ol style="list-style-type: none"> <li>a. Proposed Training Outline</li> <li>b. Methodology</li> <li>c. Learning Needs Analysis or equivalent</li> <li>d. Training materials</li> <li>e. Comprehensive Terminal Report</li> <li>f. Certificates of Completion/Participation/Attendance</li> </ol> <p>3) Service Provider/Bidder must submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>a. Program proposal with quotation</li> <li>b. Curriculum Vitae</li> <li>c. List of relevant training engagements</li> <li>d. BIR Form 2303</li> <li>e. PhilGEPS Accreditation</li> </ol> <p>4) Logistics and transportation shall be at the expense of the Service Provider/Bidder.</p> <p><i>Note: Please see attached Terms of Reference (TOR)</i></p>	

<b>Total amount of ABC: PhP 236,000.00</b>	
Contract Duration:	Schedule to be agreed by PNOC and Service Provider upon issuance of Notice to Proceed (NTP) but not later than 15 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**

### **ENGAGEMENT OF TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR DIGITAL UPSKILLING**

#### **1. Purpose**

In support of PNOC's digital transformation initiatives, these Terms of Reference (TOR) outline the engagement of a Training Provider (TP) and/or Subject Matter Experts (SMEs) to design and deliver capacity-building programs for digital upskilling that will strengthen the digital competencies of PNOC employees.

The full benefits of digital transformation can only be achieved when employees are equipped with the capabilities to effectively adopt, utilize, and maximize emerging digital tools and platforms, thereby driving greater efficiency, innovation, and organizational competitiveness.

#### **2. Program Objectives**

The Digital Upskilling program aims to achieve the following:

- a. Support the organization's digital transformation by ensuring employees can effectively utilize new digital tools, systems, and processes aligned with PNOC's strategic objectives.
- b. Equip the workforce with enhanced digital competencies to strengthen the capabilities of PNOC employees across all levels.
- c. Foster innovation and adaptability by preparing employees to be future-ready in responding to emerging digital trends and industry best practices.
- d. Promote operational efficiency and productivity through improved digital literacy and application of technology-driven solutions.
- e. Ensure sustainability of digital initiatives by embedding a culture of continuous learning and digital readiness.

#### **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 15 November 2025.

**Venue:** PNOC Head Office, BGC, Taguig City, or a dedicated learning platform by the provider.

<b><i>Proposed Schedule: October 2025</i></b>			
<b>Training</b>	<b>Activities</b>	<b>No. of Participants</b>	<b>Duration</b>

Digital Upskilling	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 digital upskilling.	Fifty (50) employees	A combination of virtual and self-paced courses to be completed for 16 hours
--------------------	---	----------------------	--

**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 skills-based benchmark/ assessments or equivalent before customization of the training design/module.
3. The TP/SMEs shall provide a learning platform that will incorporate modern engagement strategies (e.g., gamification, microlearning, blended learning, and interactive modules) to ensure effective knowledge transfer and sustained learner participation.
4. TP/SMEs shall ensure guaranteed uptime, conduct regular system maintenance, and provide readily available technical support to ensure uninterrupted access to the learning platform.
5. 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.
6. 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 informative materials, including those that shall be provided to the participants.

**b. Actual Training Conduct**

7. The TP/SMEs shall prepare and provide all necessary training materials, including end users' credentials, training kits, handouts, activity sheets, and assessment tools, ensuring they are appropriate and aligned with the objectives of the learning session.
8. The TP/SMEs shall administer a combination of pre-test and post-test or equivalent evaluation tools to assess participants' knowledge and skills before and after the program, thereby determining the effectiveness of the training intervention. They shall also provide feedback and conduct further 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**

9. 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. Digital Collection**

The service provider must maintain existing and readily accessible digital learning content, including but not limited to the subject areas specified below.:

- Productivity and Online Collaboration Tools
- Generative AI and Responsible Use of AI
- Cybersecurity and Data Privacy
- Prompt Engineering (ChatGPT)
- Integrating Digital Skills into Workflows

## **5. Qualification and Expertise Required**

The TP/SMEs must be a duly recognized professional organization or individual with established expertise in digital upskilling. 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 digital upskilling;
- b. At least two (2) completed training engagements on digital upskilling with government agencies or public sector institutions;
- c. Must have completed at least 30 hours of formal training and/or recent refresher courses in digital upskilling 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 digital upskilling, as evidenced by successful application of digital tools and techniques, formulation of Digital Upskilling Action Plans, and implementation of upskilling initiatives in comparable organizations.

## **6. 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.

<b>Criteria for the Training Proposal</b>	<b>Points</b>
<b>Technical Expertise and Track Record</b>	<b>(10)</b>
<ul style="list-style-type: none"> <li>• Extensive track record with multiple successful digital upskilling programs in the government sector.</li> <li>• Strong track record with several relevant digital upskilling projects.</li> <li>• Limited experience, with at least one relevant project in digital upskilling.</li> <li>• No demonstrable experience in digital upskilling.</li> </ul>	10 7 5 3
<b>Training Design and Methodology</b>	<b>(20)</b>
<ul style="list-style-type: none"> <li>• Training design is highly innovative, fully aligned with PNOC priorities, and includes measurable outcomes.</li> <li>• Training design is well-structured, interactive, and generally aligned with PNOC's needs.</li> <li>• Training design is basic or generic, only partially aligned with PNOC's needs.</li> <li>• Training design is poorly structured and not aligned with PNOC's priorities</li> </ul>	20 15 10 5
<b>Learning Platform and Support Services</b>	<b>(10)</b>
<ul style="list-style-type: none"> <li>• Platform is highly reliable, interactive, with robust technical support and rich content.</li> <li>• Platform is reliable, includes engagement features, and provides responsive support.</li> <li>• Platform has limited features or support.</li> <li>• No dedicated platform or inadequate support.</li> </ul>	10 7 5 3

*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:

<b>Qualification of Personnel</b>	<b>(18)</b>
1. Education of SME	
<ul style="list-style-type: none"> <li>• Masteral</li> <li>• Masteral units (at least 12 units completed)</li> <li>• Preferably a graduate of Information Technology, Computer Science, Engineering Technology, Business Administration (with focus on ICT), or other equivalent fields</li> <li>• Graduate of other degrees</li> </ul>	9 8 7 6

2. Relevant Training <ul style="list-style-type: none"> <li>At least 40 hours</li> <li>At least 30 hours but not less than 40 hours</li> <li>At least 20 hours but not less than 30 hours</li> </ul>	9 8 7
<b>Experience and Capability of SME or Training Provider</b>	<b>(12)</b>
1. Years in active practice/in operation <ul style="list-style-type: none"> <li>At least 5 years</li> <li>At least 4 years but not less than 5 years</li> <li>At least 3 years but not less than 4 years</li> </ul>	4 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"> <li>At least 5 years</li> <li>At least 4 years but not less than 5 years</li> <li>At least 3 years but not less than 4 years</li> </ul>	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"> <li>At least 4 or more training engagements conducted</li> <li>At least 2-3 training engagements conducted</li> <li>At least 1 training engagement conducted</li> </ul>	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.**

## 7. 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.



## 8. Approved Budget for the Contract

Two Hundred Thirty-Six Thousand Pesos (Php236,00.00) inclusive of all applicable government taxes in accordance with government procedure upon completion of service/s.

## 9. 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](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 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.