

October 16, 2025

**NOTICE OF AWARD**

Subject: RFQ No. : 2025-09-181  
Project Title: Engagement of Training Provider/Subject Matter Expert for Digital Upskilling

Attention: **Jakielyn Anne O. Cruz**  
Project Manager  
XPLORE PHILIPPINES, INC.

**Dear Ms. Cruz,**

This is to advise **XPLORE PHILIPPINES, INC.** on the acceptance of its quotation to undertake the aforementioned project in the amount of **Two Hundred Thousand Pesos (Php 200,000.00)**, in accordance with our Request for Quotation dated October 02, 2025.

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

Kindly signify your agreement by signing on the space provided below and return the other copies to us.

Very truly yours,



**ATTY. AROLF E. SUYOM**  
Department Manager

CONFORME:

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)

**October 29, 2025**

**MS. JAKIELYN ANNE O. CRUZ**

Project Manager

XPLORE PHILIPPINES, INC.

563 Col Bonny Serrano Ave. Bayanihan Cubao, Quezon City

**jcruz@informatics.com.ph**

**NOTICE TO PROCEED**

This is to advise you that your offer for the Engagement of Training Provider/Subject Matter Expert for Digital Upskilling with Request for Quotation No. 2025-09-181 amounting to **Two Hundred Thousand Pesos (Php 200,000.00)**, has been accepted by the Company.

You are hereby directed to proceed with the same in the following contract duration:

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

Very truly yours,



**ATTY. AROLF E. SUYOM**  
Department Manager

**Conforme:**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date



**CONTRACT FOR THE ENGAGEMENT OF TRAINING PROVIDER/SUBJECT  
MATTER EXPERT FOR DIGITAL UPSKILLING**

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KNOW, ALL MEN BY THESE PRESENTS:

This Contract made and entered into this \_\_\_\_\_ day of \_\_\_\_\_  
2025 by and between:

**PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, a government-owned and controlled corporation duly organized and existing under and by virtue of Presidential Decree No. 334, as amended, with principal business address at PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila, represented herein by its Department Manager – Administrative Services, **ATTY. AROLF E. SUYOM**, and hereinafter referred to as the "**COMPANY**";

-and-

**XPLORE PHILIPPINES, INC.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office at 563 Col Bonny Serrano Ave., Bayanihan Cubao, Quezon City, represented herein by its Project Manager, **JAKIELYN ANNE O. CRUZ**, duly authorized for this purpose and hereinafter referred to as "**CONTRACTOR**";

**WITNESSETH:**

**WHEREAS**, the COMPANY is in need of a general contractor for the Engagement of Training Provider/Subject matter expert for Digital Upskilling;

**WHEREAS**, the COMPANY invited Bids for the Engagement of Training Provider/Subject matter expert for Digital Upskilling and has accepted a bid by the CONTRACTOR for the supply of those services in the sum of **TWO HUNDRED THOUSAND PESOS (P200,000.00)**, inclusive of Value Added Tax (VAT) and all applicable taxes, (hereinafter referred to as "Contract Price"), work schedule to be agreed by PNOC and Service Provider upon issuance of Notice to Proceed (NTP) but not later than 15 November 2025;

NOW, THEREFORE, for and in consideration of the foregoing premises, and of the terms and conditions hereinafter set forth, the parties hereto agreed as follows:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
- (a) Request for Quotation;
  - (b) Terms of Reference;
  - (c) Mayor's/Business Permit;
  - (d) Philgeps registration;
  - (e) Notarized Omnibus Sworn Statement;
  - (f) Winning Bidder's quotation and all other documents or response to PNOC for the Engagement of training Provider/Subject matter expert for Digital Upskilling;
  - (g) Notice of Award; and the Bidder's conforme thereof; and
  - (h) Notice to Proceed.
3. In consideration of the payments to be made by the COMPANY to the CONTRACTOR as mentioned herein, the CONTRACTOR hereby covenants with the COMPANY to provide the services in accordance with the terms and conditions set forth in this contract and to remedy any and all defects.
4. Liquidated Damages is at least equal to one-tenth (1/10) of one percent (0.001) of the cost of the unperformed portion for every day of delay until actual delivery or performance.
5. The COMPANY hereby covenants to pay the CONTRACTOR the Contract Price or such other sum as may become payable under the provisions of the Contract.

**IN WITNESS WHEREOF** the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**PHILIPPINE NATIONAL OIL  
COMPANY**  
(COMPANY)

by:

  
**ATTY. AROLF E. SUYOM**  
Department Manager  
Administrative Services

**XPLORE PHILIPPINES, INC.**  
(CONTRACTOR)

by:

  
**JAKIELYN ANNE O. CRUZ**  
Project Manager

  
MARIA TERRISA A. TRIPULCA

**SIGNED IN THE PRESENCE OF:**

  
ROLAN MACARANG



**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES}  
TAGUIG } S.S.

**BEFORE ME**, a Notary Public for and in the above jurisdiction, this 30<sup>th</sup>  
day of October, 2025 personally appeared:

Name Competent Evidence of Identity Date/Place Issued

**PNOC**

by:

**ATTY. AROLF E. SUYOM** PH NATIONAL ID NO. 2879-1890-7150-2384 8-8-2022

**XPLORE PHILIPPINES, INC.**

by:

**JAKIELYN ANNE O. CRUZ** PRC Reg No. 1132019 5-25-2012

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the partnership/corporations represented herein and that they are authorized to sign the same.

This instrument consisting of three (3) pages, including the page whereon the acknowledgment clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed with my notarial seal, refers to a Contract for the Engagement of training Provider/Subject matter expert for Digital Upskilling.

**WITNESS MY HAND AND SEAL** on the date and at the place first above-written.

Doc. No. 283;  
Page No. 58;  
Book No. VII;  
Series of 2025.



**CARL PHILIP N. BATUCAN**  
Appointment No. 14 (2024-2025)  
Notary Public for Taguig City  
Until 31 December 2025  
PNOC Bldg. VI, Energy Center, Rizal Drive,  
Bonifacio Global City, Taguig  
Roll No. 67061  
PTR No. 5904908/01-03-2025  
IBP No. 499344/01-06-2025  
MCLE Compliance No. VIII-BEP000168