



## 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	: 22 October 2025
Project Title	: Engagement of Training Provider (TP)/Subject Matter Expert (SME) for Training-Workshop on Environmental, Social, and Governance (ESG)
Reference No.	: 2025-10-196
Total ABC	: PhP 230,000.00
Submission Deadline	: 28 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:

<b>Electronic Mail</b>	<b>Portable Document Format (PDF) copy to email address: <a href="mailto:newprocurement@pnoc.com.ph">newprocurement@pnoc.com.ph</a></b>
<b>or</b>	
<b>Physical Submission</b>	<b>Sealed envelope to PNOC Procurement Management Division at the above address</b>

#### **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
- BIR Form 2303
- Curriculum Vitae (CV) of the TP/SME

#### **Additional Requirement:**

- Program Proposal with Quotation
- List of Relevant Training Engagements
- Proof that the TPE/SME has at least three (3) years demonstrated experience in designing and delivering training programs specifically focused on ESG or programs of a similar nature
- Proof that the TPE/SME At least two (2) completed training engagements focused on ESG or programs of a similar nature

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.



**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 (₱)
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 "<b>Environmental, Social and Governance (ESG)</b>" including core concepts and practical tools for embedding ESG into business processes, financial and strategic decision making.</p> <ul style="list-style-type: none"> <li>• Training Course: Environmental, Social and Governance (ESG)"</li> <li>• Number of Participants: Twenty-Five (25) attendees</li> <li>• Duration: One (1) session for 8 hours</li> </ul> <p>2. Service Provider/Bidder must provide:</p> <ul style="list-style-type: none"> <li>• Proposed Training Outline</li> <li>• Methodology</li> <li>• Learning Needs Analysis or its equivalent</li> <li>• Training Materials</li> <li>• Comprehensive Terminal Report</li> <li>• Certificates of Completion/Participation/Attendance</li> </ul> <p>3. Logistics and Transportation shall be at the expense of the Service Provider/Bidder.</p> <p style="text-align: center;">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 28 November 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 28 November 2025

**Venue:** PNOC Head Office, BGC, Taguig City or accredited venue 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>
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 develop an interactive program incorporating modern engagement strategies.
3. The TP/SMEs are preferably expected to 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 five (5) working days before the actual date of training conduct or a date mutually agreed by TP/SME and PNOC.
4. 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. These should be submitted at least five (5) working days before the date of training conduct or a date mutually agreed by TP/SME and PNOC.

**b. Actual Training Conduct**

1. 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.
2. 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 must be submitted to PSD-L&D for documentation and record-keeping purposes.

**c. Post-Training Requirements**

1. 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 or its equivalent. Beyond the minimum requirements, the following qualifications are preferred:

- a. At least three (3) years demonstrated experience in designing and delivering training programs specifically focused on ESG or programs of a similar nature;
- b. At least two (2) completed training engagements focused on ESG or programs of a similar nature;
- c. 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
<b>Proposed Training Methodology and Delivery Approach</b>	<b>(40)</b>
<p>Rating: Very Good</p> <ul style="list-style-type: none"> <li>• Demonstrates a deep understanding of ESG concepts, principles, and challenges relevant to the training context.</li> <li>• Presents a highly innovative and effective approach, showing advanced knowledge of ESG tools, frameworks, and best practices.</li> <li>• Methodology is clearly tailored to the project context, with adaptive mechanisms for evolving needs.</li> <li>• 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.</li> <li>• Provides detailed, realistic strategies for improving the impact, sustainability, and scalability of the ESG training.</li> </ul>	40
<p>Rating: Good</p> <ul style="list-style-type: none"> <li>• Provides a clear, well-structured methodology that is relevant to the training course objectives.</li> <li>• The proposed approach is specific to ESG, showing a solid understanding of the subject matter and key issues.</li> <li>• Demonstrates flexibility to adapt to potential challenges or changes during implementation.</li> <li>• Includes contextualized examples or tools aligned with the course goals and participant needs.</li> <li>• Covers key ESG elements such as knowledge capture, sharing, retention, and organizational learning.</li> </ul>	30
<p>Rating: Fair</p> <ul style="list-style-type: none"> <li>• Presents a generic or partially tailored methodology that could apply to multiple types of training without sufficient ESG-specific focus.</li> <li>• Demonstrates only a basic or surface-level understanding of ESG and its practical application.</li> <li>• Offers limited adaptation to the context, learner needs or expected outcomes of the ESG course.</li> </ul>	20

<ul style="list-style-type: none"> <li>Key aspects such as ESG assessment methods, feedback mechanisms, or learning sustainability strategies are not clearly developed.</li> </ul>	
<p>Rating: Poor</p> <ul style="list-style-type: none"> <li>The methodology is vague, incomplete, or inappropriate for the ESG training context.</li> <li>Fails to demonstrate understanding of ESG concepts or the training's objectives and audience.</li> <li>Critical elements are missing (e.g., no explanation of knowledge capture methods, no learning evaluation plan).</li> <li>Contains inconsistencies or misinterpretations of the scope and purpose of the training.</li> <li>Does not propose any measurable outcomes or improvement strategies related to ESG application.</li> </ul>	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:

<b>Qualification of Personnel</b>	<b>(15)</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 Environmental Science, Business Management with a focus on Sustainability, or equivalent fields</li> <li>Graduate of other degrees</li> </ul>	8 7 6 5
2. Relevant Training <ul style="list-style-type: none"> <li>TP/SME has attended at least 3 trainings/webinars/conventions or equivalent related to ESG</li> <li>TP/SME has attended at least 2 trainings/webinars/conventions or equivalent related to ESG</li> <li>TP/SME has attended at least 1 training/webinar/convention or equivalent related to ESG</li> </ul>	7 6 5
<b>Experience and Capability of SME or Training Provider</b>	<b>(15)</b>
1. Years in active practice/in operation with area of specialization in ESG or its equivalent <ul style="list-style-type: none"> <li>At least 4 years and above</li> </ul>	5

<ul style="list-style-type: none"> <li>At least 3 years but less than 4 years</li> <li>At least 2 years but less than 3 years</li> </ul>	4 3
2. Years of demonstrated experience in designing and delivering Environmental, Social, and Governance programs and the use of ESG tools and techniques, and the development of ESG Action Plans. <ul style="list-style-type: none"> <li>At least 4 years and above</li> <li>At least 3 years but less than 4 years</li> <li>At least 2 years but less than 3 years</li> </ul>	5 4 3
3. Number of completed training engagements on Environmental, Social, and Governance <ul style="list-style-type: none"> <li>At least 4 or more completed training engagements focused on ESG or programs of a similar nature</li> <li>At least 2-3 completed training engagements focused on ESG or programs of a similar nature</li> <li>At least 1 completed training engagement focused on ESG or programs of a similar nature</li> </ul>	5 4 3

## 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](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.