



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 : **21 November 2025**
Project Title : **Procurement of Catering Services, Venue Décor, and Band Performers with Full Band Set Up for PNOC's 2025 Year-End Thanksgiving Celebration**
Reference No. : **2025-11-212**
Total ABC : **PhP 559,166.00**
Submission Deadline : **27 November 2025 / 09:00 AM**
Place of Delivery : **PNOC Building VI, Energy Center, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail: 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
- Latest Income/ Business Tax Return
- 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

Additional Requirements:

- Proof of at least five (5) years of proven experience in providing catering services for corporate or government clients. (Certificate of Completion from previous clients/ Official Receipt/ Contract/ Purchase Order)
- At least two (2) menu options for each service category aligned with the requirement.
- Band Performers' Portfolio

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 / asalathrop@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

**Catering Services, Venue Décor, and Band Performers with Full Band Set
Up for PNOC's 2025 Year-End Thanksgiving Celebration**

ITEM	UM	TECHNICAL SPECIFICATION/S	TOTAL AMOUNT (P)						
1	Lot	<p>(a) Catering Services</p> <table border="1" data-bbox="375 447 1081 850"> <tr> <td data-bbox="375 447 548 646">Lunch</td> <td data-bbox="548 447 846 646">Packed Meals (2 viands + dessert, inclusive of disposable utensils and napkins)</td> <td data-bbox="846 447 1081 646">250 pax</td> </tr> <tr> <td data-bbox="375 646 548 850">Dinner</td> <td data-bbox="548 646 846 850">Buffet Catering (3 Viands, Soup, Pasta, Dessert, served with Iced Tea/ Soda/ Juice)</td> <td data-bbox="846 646 1081 850">250 pax</td> </tr> </table> <p>(b) Venue Décor</p> <ul style="list-style-type: none"> • Balloon Décor for Stage Styling (Corporate Festive Design) <p>(c) Band Performers including the following:</p> <ul style="list-style-type: none"> • Full Band Set Up (7 pc band with male and female vocalists) – 2 Sets of 1 hour/set or 3 sets of 45 minutes/set • Sound and Lights with Full Band Requirement • Dance Instructors (male and female) <p><i>*Please see attached Terms of Reference.</i></p>	Lunch	Packed Meals (2 viands + dessert, inclusive of disposable utensils and napkins)	250 pax	Dinner	Buffet Catering (3 Viands, Soup, Pasta, Dessert, served with Iced Tea/ Soda/ Juice)	250 pax	
Lunch	Packed Meals (2 viands + dessert, inclusive of disposable utensils and napkins)	250 pax							
Dinner	Buffet Catering (3 Viands, Soup, Pasta, Dessert, served with Iced Tea/ Soda/ Juice)	250 pax							
Total ABC: Php 559,166.00 (VAT Inclusive)									
Total amount of Bid (VAT inclusive):		P_____							
Delivery Schedule:	December 12, 2025 (Friday)								
Delivery Place:	7 th Floor, Networking Hall, PNOC Building VI, Energy Center, BGC, Taguig City								
Awarding:	Per lot awarding								
Pricing:	Quoted price should be inclusive of VAT and all applicable taxes.								

TERMS OF REFERENCE

Project: **PROCUREMENT OF CATERING SERVICES, VENUE DECORATIONS AND BAND PERFORMERS WITH FULL BAND SET UP FOR PNOC'S 2025 YEAR-END THANKSGIVING CELEBRATION**

Project Location: 7th Floor, Networking Hall, PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

Justification: To procure professional catering services, venue décor, band performers with full band set up capable of delivering quality lunch and dinner for a total of 250 employees and guests, with complete service and setup aligned with the program's flow and schedule.

I. EVENT OVERVIEW

As part of PNOC's 2025 Year-End Thanksgiving Celebration, PNOC shall host a year-end gathering on **December 12, 2025 (Friday)** at the **7th Floor Networking Hall, PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City.** The event aims to recognize the company's accomplishments and foster unity and appreciation among employees. Catering and venue décor services, and band performance are required to ensure a seamless and meaningful celebration.

II. OBJECTIVES

To procure professional catering services, venue décor, band performers with full band set up, capable of delivering quality lunch and dinner for a total of **250 employees and guests**, with complete service and setup aligned with the program's flow and schedule.

III. SCOPE OF WORK/ REQUIREMENTS

Catering Services and Venue Décor

1. Lunch Service

- Type: Packed Meals (2 viands + dessert)
- Quantity: 250 packed meals
- Service Time: 11:00 AM
- Inclusive of disposable utensils and napkins

2. Dinner Service

- Type: Catered Buffet
- Menu: 3 viands, soup, pasta, dessert with free-flowing iced tea, free flowing lemonade or juice and coffee.
- Quantity: 250 pax

- Service Time: 6:00 PM
- Must include uniformed and trained wait staff, buffet setup, chairs, and dining tables with appropriate linens and décor.

3. Venue Styling and Décor

- Supplier shall provide **balloon décor and styling** for the existing PNOC stage area, consistent with the event theme **“Denim and Pearls: Grit and Grace in Every Journey.”**
- Design must complement PNOC’s in-house stage setup and be appropriate for a formal corporate thanksgiving celebration.

Other Requirements

- Caterer shall provide at least **two (2) complete menu set options** for PNOC’s evaluation and approval.
- A **food tasting** shall be conducted at least five (5) working days before the event.
- Ingress: Supplier shall be allowed ingress **at least twenty – four (24) hours** before the event date to complete balloon installation and catering preparations.
- Egress: Shall be conducted **immediately after the event** or within the same day, ensuring the venue is cleared, cleaned, and restored to its original condition.
- At least **one (1) on-site supervisor** and adequate **food servers** per buffet section/ table shall be present throughout the event duration.

Band Performers

- **Full Band Set Up** (7 pc band with male and female vocalists)
- **2 sets of 1 hour per set OR 3 sets of 45 minutes per set**
- **Sounds and Lights with full band requirement**
- **Dance Instructor** (male and female)

IV. DELIVERABLES

Item	Service Type	Quantity	Service Time	Set Up
Lunch	Packed Meals	250 pax	11:00 AM	Individual Distribution
Dinner	Buffet Catering	250 pax	6:00 PM	Seated
Balloon Décor	Stage Styling	1 lot	Before 10:00 AM	Corporate festive design
Band Performance with Full Band Set Up	-	1 lot	-	-

V. SERVICE PROVIDER REQUIREMENTS

- a. The service provider must have at least five (5) years of proven experience in providing catering services for corporate or government clients. Service provider must submit certificate of completion from previous clients or other documents (Official receipts/ contracts/ purchase order), as proof of previously-managed/ produced catering services.
- b. The service provider must submit at least two (2) menu options for each service category, aligned with the specified requirements listed above.
- c. The service provider must submit a band performers portfolio based on the requirements.

VI. RISK MANAGEMENT

In the event of force majeure or other circumstances beyond PNOC's control that may prevent the event from proceeding as scheduled, PNOC reserves the right to reschedule the activity within sixty (60) calendar days from the original event date. Notice of postponement or rescheduling shall be provided to the supplier at least forty – eight (48) hours prior to the scheduled date.

VII. PAYMENT TERMS

Payment shall be made within **thirty (30) calendar days** upon:

- Complete delivery and satisfactory performance of services.
- Submission of required billing documents.
- Issuance of Certificate of Completion and Acceptance by 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 the Revised IRR 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 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 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 _____.