



## 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 : **25 May 2026**  
Project Title : **Training Provider/Subject Matter Expert for Various Quality Management System (QMS) Trainings**  
Reference No. : **2026-05-063**  
Total ABC : **PhP 147,000.00**  
Submission Deadline : **29 May 2026 / 09:00 AM**

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) file 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
- 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 and Compliance Form
- Curriculum Vitae (CV) of Lead Trainer (for Lot 1 and 2) with work experience details – Annex "B"
- BIR Form 2303

#### Additional Requirements:

##### Lot 1

- Program Proposal
- Proof that the TP/SME has completed at least one (1) QMS training project in the last 3 years
- Valid Lead Auditor Certification
- List of relevant training engagements with proof

##### Lot 2

- Program Proposal
- Proof that the TP/SME has conducted at least one (1) external certification audit in the last 3 years
- Proof that the Lead Trainer has at least three (3) years of combined QMS Audit experience in the government/private sectors
- Valid Lead Auditor Certification

- List of relevant training engagements with proof

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.



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

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**Training Provider / Subject Matter Expert for Various Quality Management System Trainings**

LOT NO.	UOM	SCOPE OF WORK	QTY	TOTAL AMOUNT OF QUOTATION (P)
1	Lot	<p><b>ENGAGEMENT OF TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR QUALITY MANAGEMENT SYSTEM (QMS) AWARENESS TRAINING</b></p> <p>➤ To support the Philippine National Oil Company's (PNOC) continuing Quality Management System (QMS) certification, there is a need to engage the services of a Training Provider/Matter Expert to deliver specialized knowledge that fosters appreciation and understanding of the ISO 9001:2015 Quality Management System standard, and to ensure that the PNOC will achieve its objective of continued improvement of its processes and certification.</p> <p><b>SCOPE/ COVERAGE/ DELIVERABLES</b></p> <p>1. As part of the training program, the TP/SME shall conduct lectures, demonstrations, and practical exercises to equip the PNOC participants to develop a good understanding of the ISO 9001:2015 standard, its intent and requirements, as well as how the requirements can be met and fulfilled.</p> <ul style="list-style-type: none"> <li>• Training Course: "Quality Management System Awareness Training"</li> <li>• Number of Participants: 50 attendees</li> <li>• Duration: 8 hours</li> </ul> <p>2. Service Provider/Bidder must submit the following:</p> <ul style="list-style-type: none"> <li>• Proposed Training Outline</li> <li>• Methodology</li> <li>• Training/Course Materials</li> <li>• Comprehensive Terminal Report</li> <li>• Certificates of Completion/Participation/Attendance</li> </ul>	1	

		<p>3. Logistics and transportation shall be at the expense of the Service Provider/Bidder.</p> <p><b><u>(ABC: Php 57,000.00)</u></b></p> <p><b><i>Please see attached Terms of Reference (TOR)</i></b></p>		
2	Lot	<p><b>ENGAGEMENT OF TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR INTERNAL AUDITORS QUALITY MANAGEMENT SYSTEM TRAINING</b></p> <p>➤ To support the Philippine National Oil Company's (PNOC) continuing Quality Management System (QMS) certification, there is a need to engage the services of a Training Provider/Subject Matter Expert to train and provide in-depth knowledge to new and prospective PNOC Internal Auditors for ISO 9001:2015 Quality Management System standard, and to ensure that the PNOC will achieve its objective of continued improvement of its processes and certification.</p> <p><b>SCOPE/ COVERAGE/ DELIVERABLES</b></p> <p>1. As part of the training program, the TP/SME shall conduct lectures, demonstrations, and practical exercises to equip the PNOC participants to understand the ISO 9001:2015 standard on an internal auditor perspective and interpretation of intentions of each clause, its requirements, as well as how the requirements can be met and fulfilled.</p> <ul style="list-style-type: none"> <li>• Training Course: "Internal Auditors Quality Management System Training"</li> <li>• Number of Participants: 30 attendees</li> <li>• Duration: 16 hours</li> </ul> <p>2. Service Provider/Bidder must submit the following:</p> <ul style="list-style-type: none"> <li>• Proposed Training Outline</li> <li>• Methodology</li> <li>• Training/Course Materials</li> <li>• Comprehensive Terminal Report</li> <li>• Certificates of Completion/Participation/Attendance</li> </ul>	1	

	3. Logistics and transportation shall be at the expense of the Service Provider/Bidder.  <b>(ABC: Php 90,000.00)</b>  <b><i>Please see attached Terms of Reference (TOR)</i></b>		
<b>Total amount of ABC: PhP 147,000.00</b>			
Target Training Schedule:	Schedule to be agreed by PNOC and Service Provider upon issuance of Notice to Proceed (NTP) within the month of May or June 2026		
Delivery Place:	PNOC Head Office, BGC, Taguig City or accredited venue by the provider		
Quoted price:	Shall be inclusive of VAT and all applicable taxes.		
Awarding:	Per lot basis.		

## **LOT 1: TERMS OF REFERENCE**

### **ENGAGEMENT OF TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR QUALITY MANAGEMENT SYSTEM (QMS) AWARENESS TRAINING**

#### **1. Background**

In compliance with Executive Order No. 605 institutionalizing the structure, mechanism and standards to implement the Government Quality Management Program (GQMP), all government agencies are directed to adopt a Quality Management System (QMS) certifiable to ISO 9001:2015 in the delivery of its priority government services.

To support the Philippine National Oil Company's (PNOC) continuing Quality Management System (QMS) certification, PNOC is committed to maintaining and continually implementing its QMS. This commitment is essential to ensure the successful Surveillance Audit of the PNOC Head Office and Industrial Park Management, both scheduled for 2026.

In view thereof, there is a need to engage the services of a Training Provider/Subject Matter Expert to deliver specialized knowledge that fosters appreciation and understanding of the ISO9001:2015 Quality Management System standard, and to ensure that the PNOC will achieve its objective of continued improvement of its processes and certification.

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

This Program aims to achieve the following:

- a. Equip the participants to develop a good understanding of the ISO9001:2015 standard, its intent and requirements, as well as how the requirements can be met and fulfilled.
- b. Understand the new requirements of Annex SL relating to leadership, organizational context, planning and support.
- c. Understand the application of risk-based thinking, process management, and the new version's highlight on leadership.

- d. Examine the change in structure of management system standards as evidenced in the newly published ISO 9001:2015.

### 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) within the month of May or June 2026.

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

<b><i>Proposed Schedule: May 2026</i></b>			
<b>Training</b>	<b>Activities</b>	<b>No. of Participants</b>	<b>Duration</b>
ISO 9001:2015 QMS Awareness Training	The SME or Training Provider shall conduct a lecture/presentation, discussions, and workshop exercises on understanding the QMS, Context of the Organization and understanding risks and the needs of interested parties for the participants	Fifty (50)	1 whole 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 PNOC Quality Management System (QMS) Team together with 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**

- 5. The TP/SMEs shall prepare and provide all necessary training materials, (whether soft or hard copies) including training kits, handouts, activity sheets, and assessment tools, ensuring they are appropriate and aligned with the objectives of the learning session.
- 6. 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**

- 7. 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 with the Personnel Services Division (PSD). Failure to submit the complete set of requirements shall constitute grounds for withholding payment processing.

**4. 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, modules, and schedule, as well as associated training requirements.

The proposal shall be based on the following aspects:

<b>Criteria</b>	<b>Weight</b>	<b>Metrics</b>
1. Relevant Experience	25%	<ul style="list-style-type: none"><li>● <b>Max Points (25):</b> Completed 5 or more QMS training projects in the last 3 years.</li><li>● <b>Intermediate (15):</b> Completed 3-4 QMS training projects in the last 3 years.</li><li>● <b>Minimum (5):</b> Completed 1-2 QMS training projects in the last 3 years.</li></ul>

2. Trainer Qualification	20%	<ul style="list-style-type: none"> <li>• <b>Max Points (20):</b> Lead trainer has 9 or more years of combined QMS audit experience in the government/private and a valid Lead Auditor Certification.</li> <li>• <b>Intermediate (10):</b> Lead trainer has 6-8 years of combined QMS audit experience in the government/private and a valid Lead Auditor Certification.</li> <li>• <b>Minimum (5):</b> Lead trainer has 3-5 years of combined QMS audit experience in the government/private and a valid Lead Auditor Certification.</li> </ul>
3. Training Course & Materials	15%	<ul style="list-style-type: none"> <li>• <b>Max Points (15):</b> Training course includes a lecture-based discussion, with 2 or more practical modules/exercises and Q&amp;A.</li> <li>• <b>Intermediate (8):</b> Training course is primarily lecture-based with 1 practical module/exercise and Q&amp;A.</li> <li>• <b>Minimum (2):</b> Training course is primarily lecture-based with only Q&amp;A.</li> </ul>
4. Track Record	10%	<ul style="list-style-type: none"> <li>• <b>Max Points (10):</b> Provided 3 or more verifiable completion certificates from clients.</li> <li>• <b>Intermediate (5):</b> Provided 1-2 verifiable completion certificates from clients.</li> <li>• <b>Minimum (0):</b> No verifiable references or past project proof provided.</li> </ul>
<b>Total:</b>	<b>70%</b>	

## 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.**

## **5. Terms of Payment**

Payment shall be charged against the approved 2026 training budget. The TP/SMEs are expected to adhere strictly to the agreed schedule of outputs and deliverables upon completion of the engagement.

## **6. Approved Budget for the Contract**

Fifty-Seven Thousand Pesos (Php57,000) inclusive of all applicable government taxes in accordance with government procedure upon completion of service/s.

## **7. 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.

# **LOT 2: TERMS OF REFERENCE**

## **ENGAGEMENT OF TRAINING PROVIDER (TP)/SUBJECT MATTER EXPERT (SME) FOR INTERNAL AUDITORS QUALITY MANAGEMENT SYSTEM TRAINING**

### **1. Background**

In compliance with Executive Order No. 605 institutionalizing the structure, mechanism and standards to implement the Government Quality Management Program (GQMP), all government agencies are directed to adopt a Quality Management System (QMS) certifiable to ISO 9001:2015 in the delivery of its priority government services.

To support the Philippine National Oil Company's (PNOC) continuing Quality Management System (QMS) certification, PNOC is committed to maintaining and continually implementing its QMS. This commitment is essential to ensure the successful Surveillance Audit of the PNOC Head Office and Industrial Park Management Department, both scheduled for 2026.

In view thereof, there is a need to engage the services of a Training Provider/Subject Matter Expert to train and provide in-depth knowledge to new and prospective PNOC

Internal Auditors for ISO9001:2015 Quality Management System standard, and to ensure that the PNOC will achieve its objective of continued improvement of its processes and certification.

## 2. Program Objectives

This Program aims to equip the participants with the following:

- a. Understand the ISO 9001:2015 standard on an internal auditor perspective and interpretation of intentions of each clause, its requirements, as well as how the requirements can be met and fulfilled.
- b. Apply the concept of risk-based thinking to effectively plan internal audits and establish proper audit schedules.
- c. Prepare the conduct of a complete audit cycle, covering the opening meeting, audit execution (including sampling and evaluation of evidence), and the closing meeting.
- d. Develop comprehensive reporting skills specifically on audit performance reports and proper documentation of identified non-conformances.
- e. Learn the necessary steps to manage the post-audit process by conducting follow-ups and close-out activities to verify the effectiveness of corrective actions.
- f. An understanding of the principles and practices of internal auditing based on ISO 19011.

## 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) within the month of May or June 2026.

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

<b>Proposed Schedule: May 2026</b>			
<b>Training</b>	<b>Activities</b>	<b>No. of Participants</b>	<b>Duration</b>
Internal Auditors Quality Management System Training	The SME or Training Provider shall conduct a lecture/presentation, discussions, and workshop exercises for the participants to learn the life-cycle of an audit from a new auditor perspective and be able to develop the auditing skills needed for the ISO 9001:2015 standard, including	Thirty (30)	2 whole days (16 hours) Course/Workshop

	auditing principles, techniques and approaches to audit planning, reporting and verification of effectiveness of actions taken based on ISO 19011.		
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**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 PNOC Quality Management System (QMS) Team together with 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**

5. The TP/SMEs shall prepare and provide all necessary training materials, (whether soft or hard copies) including training kits, handouts, activity sheets, and assessment tools, ensuring they are appropriate and aligned with the objectives of the learning session.
6. 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**

7. 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 with the Personnel Services Division (PSD). Failure to submit the complete set of requirements shall constitute grounds for withholding payment processing.

#### 4. 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:

Criteria	Weight	Metrics
1. Relevant Experience	25%	<ul style="list-style-type: none"> <li>• <b>Max Points (25):</b> TP/SME has conducted 5 or more external certification audits in the last 3 years.</li> <li>• <b>Intermediate (15):</b> TP/SME has conducted 3-4 or more external certification audits in the last 3 years.</li> <li>• <b>Minimum (5):</b> TP/SME has conducted 1-2 or more external certification audits in the last 3 years.</li> </ul>
2. Trainer Qualification	20%	<ul style="list-style-type: none"> <li>• <b>Max Points (20):</b> Lead trainer has 9 or more years of combined QMS audit experience in the government/private and a valid Lead Auditor Certification</li> <li>• <b>Intermediate (10):</b> Lead trainer has 6-8 years of combined QMS audit experience in the government/private and a valid Lead Auditor Certification</li> <li>• <b>Minimum (5):</b> Lead trainer has 3-5 years of combined QMS audit experience in the government/private and a valid Lead Auditor Certification</li> </ul>
3. Training Course & Materials	15%	<ul style="list-style-type: none"> <li>• <b>Max Points (15):</b> Course syllabus explicitly lists ISO9001:2015 (Requirements) and ISO 19011 (Auditing</li> </ul>

		Guide). <ul style="list-style-type: none"> <li>• <b>Minimum (7):</b> Course syllabus covers ISO9001:2015 requirements without auditing guidelines.</li> </ul>
4. Track Record	10%	<ul style="list-style-type: none"> <li>• <b>Max Points (10):</b> Provided 3 or more verifiable completion certificates from clients</li> <li>• <b>Intermediate (5):</b> Provided 1-2 verifiable completion certificates from clients</li> <li>• <b>Minimum (0):</b> No verifiable references or past project proof provided.</li> </ul>
<b>Total:</b>	<b>70%</b>	

## 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.**

### 5. Terms of Payment

Payment shall be charged against the approved 2026 training budget. The TP/SMEs are expected to adhere strictly to the agreed schedule of outputs and deliverables upon completion of the engagement.

### 6. Approved Budget for the Contract

Ninety Thousand Pesos (Php90,000) inclusive of all applicable government taxes in accordance with government procedure upon completion of service/s.

### 7. 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.

**Annex A**

**Omnibus Sworn Statement Form**

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

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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 \_\_\_\_\_.

**Annex B**

**Format of Curriculum Vitae (CV) for Proposed Professional Staff**

Proposed Position						
<b>Personal Information</b>						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status		
<b>Project Experience (start from the current employment, add rows if necessary)</b> <i>Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
<b>Relevant Training (start from the most recent, add rows if necessary)</b>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
<b>Education (start from the most recent, add rows if necessary)</b>						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_

*[Printed Name and Signature of staff member]*

Date: \_\_\_\_\_

*MM/DD/YYYY*

CERTIFIED CORRECT:

\_\_\_\_\_

*[Printed Name and Signature of authorized representative of the firm]*

Date: \_\_\_\_\_

*MM/DD/YYYY*