



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	:	22 September 2026
Project Title	:	Catering Services and Event Styling for PNOC 53rd Anniversary Celebration
Reference No.	:	2026-09-105
Total ABC	:	PhP 660,000.00
Submission Deadline	:	01 October 2026 / 09:00 AM
Place of Delivery	:	PNOC-Main Office, BGC, Taguig

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

Electronic Mail **Portable Document Format (PDF) copy to email address: newprocurement@pnoc.com.ph**

or

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
- Omnibus Sworn Statement – Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted upon issuance of the Notice of Award)
- Accomplished Price Quotation and Compliance Form

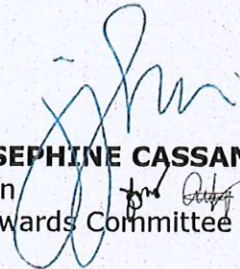
Additional Requirements:

- Company Profile indicating at least (5) years in providing catering services, including large-scale corporate, institutional, or government events.
- Proof of Large-Scale Event Experience – Successfully completed at least one (1) catering engagement serving a minimum of 500 participants
- Proof of Government Event Experience – Successfully completed at least one (1) catering engagement for a government agency or GOCC of comparable scope and nature
- Sample Menu and Service Proposal – Compliance with the required menu, food quality, presentation, service capability, and logistical requirements

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 / ergenoso@pnoc.com.ph.

Thank you.



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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Catering Services and Event Styling for PNOC 53rd Anniversary Celebration

LOT NO.	UM	SCOPE OF WORK	QTY	TOTAL AMOUNT (P)
1	Lot	A. PNOC WELLNESS DAY October 28, 2026 (Wednesday) Number of Participants: 171 pax 1. BREAKFAST KICK-OFF / AM SNACK Time: 7:00 AM 2. PACKED LUNCH Time: 11:30 AM 3. FOOD CART STATIONS Time: 2:00 PM 4. EVENT STYLING / PHOTOWALL Venue: Club Lounge or DOE Gym B. PNOC 53RD ANNIVERSARY November 9, 2026 (Monday) Number of Participants: 240 pax 1. MORNING SNACKS Time: 8:00 AM Venue: PNOC Ground Floor 2. MANAGED BUFFET LUNCH Time: 11:30 AM onwards Venue: PNOC Networking Hall <i>Please see the Terms of Reference (TOR).</i>	1	
Total amount of ABC: Php 660,000.00				
Delivery Schedule:	PNOC Wellness day – October 28, 2026 (Wednesday) PNOC 53 rd Anniversary – November 9, 2026 (Monday)			
Delivery Place:	PNOC-Main Office, BGC, Taguig City			
	Awarding on per lot basis/one (1) lot			

TERMS OF REFERENCE

CATERING SERVICES AND EVENT STYLING FOR THE PNOC 53RD ANNIVERSARY CELEBRATION

I. EVENT OVERVIEW AND OBJECTIVES

In line with the conduct of the PNOC Wellness Day and the celebration of the **PNOC 53rd Anniversary**, the Personnel Services Division (PSD) requires catering services and event styling to support the activities scheduled on **October 28, 2026** and **November 9, 2026**.

The engagement covers the provision of meals, food stations, and event styling requirements for the two activities.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for the Catering Services and Event Styling for both of the activities is SIX HUNDRED SIXTY THOUSAND PESOS (P660,000.00), inclusive of applicable taxes and all costs necessary for the complete and satisfactory delivery of the required services.

III. PROJECT DETAILS

Activity	Date	Venue	Participants
PNOC Wellness Day	October 28, 2026	PNOC Energy Center	171 pax
PNOC 53rd Anniversary	November 9, 2026	PNOC Energy Center	240 pax

IV. SCOPE OF WORK REQUIREMENTS

A. PNOC WELLNESS DAY

October 28, 2026 (Wednesday)

Number of Participants: 171 pax

1. BREAKFAST KICK-OFF / AM SNACK Time: 7:00 AM

The Service Provider shall provide packed meals for one hundred seventy-one (171) participants.

Meal options shall include:

- ChikSilog;
- Tapsilog; and
- Liemposilog.

Meals shall be properly packed and individually distributed to participants.

2. PACKED LUNCH Time: 11:30 AM

The Service Provider shall provide packed lunch meals for one hundred seventy-one (171) participants.

Meals shall be properly packed and suitable for convenient distribution during the activity.

3. FOOD CART STATIONS Time: 2:00 PM

The Service Provider shall provide and operate the following food stations:

- a. Dirty Ice Cream Cart (Individual servings of traditional Filipino ice cream)
- b. Burgers and Fries Station (Freshly prepared mini burgers or burgers with fries)
- c. Street Food / Tusok-Tusok Station

Selection may include:

Fishballs;

Kikiam;

Kwek-kwek; and Other appropriate street food items.

Appropriate sauces, condiments, serving materials, and food handling equipment shall be provided.

- d. Juice Bar (Provision of assorted refreshing juice beverages for participants)

The Service Provider shall provide the necessary carts, manpower, serving equipment, and materials required for the operation of the food stations.

4. EVENT STYLING / PHOTOWALL

The Service Provider shall provide basic event styling and a themed photowall for the PNOC Wellness Day.

Venue: Club Lounge or DOE Gym

The design shall be aligned with the activity theme:

"Energy in Motion – Power in Play"

The styling shall include, at a minimum:

- Themed photowall/backdrop;
- Appropriate event title and theme;
- Basic decorative elements;
- Setup and dismantling services.

B. PNOC 53RD ANNIVERSARY

November 9, 2026 (Monday)

Number of Participants: 240 pax

1. MORNING SNACKS Time: 8:00 AM Venue: PNOC Ground Floor

The Service Provider shall provide morning refreshments for two hundred forty (240) participants.

The menu shall include:

- Assorted Kakanin;
- Corned Beef Pandesal;
- Hot Chocolate; and
- Coffee.

Food shall be properly prepared, displayed, and served in consideration of the scheduled PNOC traditional group photo activity.

2. MANAGED BUFFET LUNCH Time: 11:30 AM onwards Venue: PNOC Networking Hall

The Service Provider shall provide a managed buffet lunch for two hundred forty (240) participants.

The service shall include:

- Complete buffet setup;
- Appropriate food selections;
- Food warmers and serving equipment;
- Buffet tables and appropriate styling;
- Professional service personnel;

- Tableware and utensils;
- Water and appropriate beverages;
- Setup, service, and clearing;
- Coordination with the PNOC program schedule.

The catering service shall be prepared to accommodate the flow of the Anniversary Program, including the Thanksgiving Mass, message of the PCEO, presentation of the Wellness Day highlights AVP, buffet lunch, and awarding of winners.

3. EVENT STYLING

The Service Provider shall provide event styling appropriate for the PNOC 53rd Anniversary Celebration.

The styling shall complement the Anniversary program and create a professional and celebratory atmosphere suitable for the occasion.

Requirements shall include, at a minimum:

- Basic program area styling;
- Appropriate decorative elements;
- Setup and dismantling services.

The final design shall be subject to coordination and approval by PNOC.

V. DOCUMENTS TO BE SUBMITTED

Particulars
1. Company Profile indicating at least (5) years in providing catering services, including large-scale corporate, institutional, or government events.
2. Proof of Large-Scale Event Experience – Successfully completed at least one (1) catering engagement serving a minimum of 500 participants
3. Proof of Government Event Experience – Successfully completed at least one (1) catering engagement for a government agency or GOCC of comparable scope and nature
4. Sample Menu and Service Proposal – Compliance with the required menu, food quality, presentation, service capability, and logistical requirements

VI. GENERAL COORDINATION AND SERVICE REQUIREMENTS

1. The supplier shall designate a project/event supervisor who shall serve as the primary point of contact with PNOC throughout the preparation and implementation of the activities.
2. The supplier shall submit a consolidated work schedule covering the delivery, setup, service, clearing, and dismantling of the required services.
3. All necessary manpower, transportation, equipment, tools, materials, consumables, and other resources required for the satisfactory delivery of the services shall be included in the supplier's offer, unless otherwise specified.
4. The supplier shall maintain cleanliness, proper waste management, and safety within its areas of responsibility and restore the utilized areas to their original condition after each activity.

5. The supplier shall comply with all applicable food safety, sanitation, occupational safety, and venue requirements relevant to its scope of work.
6. Any deficiency, shortage, damage, or issue affecting the delivery of the required services shall be immediately addressed by the supplier.

VII. DELIVERABLES

The supplier shall deliver the following:

1. Approved menus and complete catering requirements for the PNOC Wellness Day and PNOC 53rd Anniversary activities;
2. Packed meals for the Wellness Day and the required morning refreshments and managed buffet lunch for the Anniversary Celebration;
3. Fully operational food-cart stations during the Wellness Day;
4. Approved photowall and event styling concepts, including installation and dismantling at the designated venues;
5. Adequate trained personnel, including food service staff, food-cart attendants, styling crew, and an on-site supervisor; and
6. Complete setup, service, clearing, cleaning, dismantling, and restoration of areas under the supplier's responsibility.

VIII. SERVICE QUALITY, SAFETY AND SANITATION

- All food shall be prepared, transported, stored, and served in accordance with applicable food safety and sanitation requirements.
- Food shall be maintained at appropriate serving temperatures and protected from contamination.
- All electrical, structural, decorative, and other installations within the supplier's scope shall be properly installed and secured.

IX. PAYMENT TERMS

Payment shall be made within thirty (30) calendar days upon complete delivery and satisfactory performance of the contracted services, submission of complete and valid billing documents, and issuance of the corresponding Certificate of Completion and Acceptance by PNOC, subject to applicable government accounting and auditing rules.

X. OTHER CONDITIONS

- The quantities stated herein are based on the current approved program and may be subject to final confirmation by PNOC.
- The supplier shall not substitute menu items, food-cart concepts, styling elements, or other major deliverables without prior PNOC approval.
- Actual implementation shall be coordinated with the final approved program, venue availability, and applicable procurement requirements.

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.
10. Warranty Security pursuant to Section 90.1 of RA 12009 shall not be imposed.

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 the proposal/quotation submitted 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

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.

Annex "A"

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 _____.