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	:	**29 October 2026**
Project Title	:	**Consultancy Services for the Implementation of PNOC Gender and Development (GAD) Programs, Activities, and Projects (PAPs) for C.Y. 2026**
Reference No.	:	**2026-10-117**
Total ABC	:	**Php 590,000.00**
Submission Deadline	:	**05 November 2026/9:00 AM**
Place of Delivery	:	**PNOC-Main Office, BGC, Taguig City**

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) copy to email address: *newprocurement@pnoc.com.ph***
Physical Submission	**Sealed envelope to PNOC Procurement Management Division at the above address**

Documentary Requirements:

- PhilGEPS Registration Number
- Mayor's / Business Permit (in case of Consultancy Firm) or BIR Certificate of Registration (BIR Form 2303, in case of Individual Consultant)
- Omnibus Sworn Statement – Annex "B" (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
- Curriculum Vitae (CV) of the Lead GAD Consultant / Resource Practitioner detailing educational background, years of practice, PCW-NGRP accreditation status (if applicable), and list of relevant GAD engagements – Annex "C"

Additional Requirements:

- Technical Proposal
- Company Profile (in case of firm) or Professional Portfolio / Profile (in case of individual consultant)
- List of Client References with complete contact details (designation, official email address, and phone number)
- List of All Ongoing and Completed Government and Private Contracts within the last five (5) years. For government contracts, the provider must submit at least one (1) of the following supporting documents:
  - Certificate of Completion and Acceptance
  - Certificate of Satisfactory Service Rendered

- Official Receipt (OR) / Sales Invoice corresponding to final payment

- Proposal with cost breakdown - *Annex "A"*

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 / crgervacio@pnoc.com.ph.

Thank you.

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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Consultancy Services for the Implementation of PNOC Gender and Development (GAD) Programs, Activities, and Projects (PAPs) for C.Y. 2026

LOT NO.	UOM	SCOPE OF WORK	QTY	UNIT COST (₱)	TOTAL COST (₱)
1	Lot	**Activity/Project 1**: GFPS Capacity Building Activity Target Participants: GFPS-TWG & Secretariat Members (1 batch of ~20 pax) Target Schedule: October – December 2026 **Activity/Project 2**: GAD Planning Workshops (Head Office & PNOC Industrial Park (PIP) Bataan) Target Participants: Head Office: GFPS Members (1 batch of ~20–25 pax) PIP Bataan: Offsite personnel, locators, and host community reps (1 batch of ~10–15 pax) Target Schedule: October – October 2026 **Activity/Project 3**: Gender Sensitivity Training (GST) for All Employees Target Participants: All PNOC Head Office & Offsite Personnel (Distributed across multiple batches) Target Schedule: October – December 2026 **Activity/Project 4**: Harmonized Gender & Development Guidelines (HGDG) Workshop Target Participants: GFPS Members + 2 Representatives from all PNOC Units (1 batch of ~35–40 pax) Target Schedule: November – December 2026 **Activity/Project 5**: Sessions on Gender-Fair Language Target Participants: All PNOC Employees (Distributed into 3 distinct batches) Target Schedule: November 25 – December 12, 2026 ***Please see the Terms of Reference***	1		
Total amount of ABC: **Php 590,000.00**					

Contract Duration:	October – December 2026
Location:	PNOC Main Office, Building VI, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City
	Quoted price should be inclusive of VAT and all applicable taxes.
	Awarding on per lot basis/one (1) lot.

TERMS OF REFERENCE

Project Title: **CONSULTANCY SERVICES FOR THE IMPLEMENTATION OF PNOC GENDER AND DEVELOPMENT (GAD) PROGRAMS, ACTIVITIES, AND PROJECTS (PAPs) FOR C.Y. 2026**

I. RATIONALE

The Philippine National Oil Company (PNOC) Gender and Development Focal Point System (GFPS) intends to engage the services of a qualified GAD Consultancy Service Provider (Individual Consultant or Consultancy Firm) specializing in mass-audience facilitation, experiential adult learning principles, and high-engagement behavioral training. This contract focuses entirely on deploying baseline awareness modules across the entire corporate workforce to foster a culture of gender inclusivity, diverse representation, and strict legal compliance within all physical and digital PNOC spaces, as part of the organization's GAD Agenda (2026-2031).

II. OBJECTIVES

This project aims to achieve the following:

- Facilitate the completion of the Draft PNOC GPB 2027 ahead of the November 3 deadline, alongside the Draft Partial GAD AR 2026.
- Assess and build technical GAD competencies using GFAST and CNA tools for PNOC GFPS.
- Execute a hands-on HGDG Workshop for the GFPS and project proponents to attribute key corporate projects to GAD.
- Deliver Gender Sensitivity Training (GST) across all personnel layers and execute Gender-Fair Language sessions during the official 18-Day Campaign to End VAW.

III. SCOPE OF WORK

To maximize training engagement, maintain quality standards, and ensure realistic implementation within the remaining timeline of C.Y. 2026, the Consultant shall design, facilitate, and execute the following priority GAD modules, workshops, and compliance deliverables:

Activity/ Project	**Target Participants & Batching**	**Target Schedule**	**Venue, Modality & Duration**	**Target Outputs / Core Focus**
GFPS Capacity Building Activity	GFPS-TWG & Secretariat Members (1 batch of ~ 20 pax)	October – December 2026	1 Full Day (8 hours) / PNOC Head Office or Hybrid	• Completed GFPS Competency Needs Assessment (CNA) Report • GFAST Report & Framework training delivery • Targeted capacity building session output for GFPS members

GAD Planning Workshops (Head Office & PNOC Industrial Park (PIP) Bataan)	Head Office: GFPS Members (1 batch of ~20–25 pax) PIP Bataan: Offsite personnel, locators, and host community reps (1 batch of ~10-15 pax)	October – December 2026	Head Office: 1 Full Day (Face-to-Face at Head Office, BGC) PIP Bataan: 1 Full Day (Face-to-Face at PNOC Industrial Park, Mariveles)	• Draft PNOC GAD Plan and Budget (GPB) 2027 • Draft PNOC Partial GAD Accomplishment Report (AR) 2026 • Localized offsite planning inputs and strategies
Gender Sensitivity Training (GST) for All Employees	All PNOC Head Office & Offsite Personnel (*Distributed across multiple batches to ensure full operational coverage*)	October – December 2026	Two Batches: • 1 Full Day per batch	• Foundational GAD concepts, examining unconscious workplace biases, breaking gender stereotypes, and case discussions contextualized to PNOC's operations • Post-Activity Completion Reports per batch (*pre-test & post-test*)
Harmonized Gender & Development Guidelines (HGDG) Workshops	GFPS Members + 2 Representatives from all PNOC Units (1 batch of ~35-40 pax)	November – December 2026	2 Full Days / PNOC Head Office (BGC, Taguig)	• Enhanced organizational capacity to apply HGDG tools • Accomplished HGDG scoring sheets for three (3) PNOC flagship projects, with identified gender issues and recommendations
Sessions on Gender-Fair Language	All PNOC Employees *(Distributed into 3 distinct batches)*	November 25 – December 12, 2026	Half Day (4 hours) per batch / Online or Face-to-Face	• Promotion of gender-inclusive corporate communication and administrative text standards

				• Post-activity learning evaluation reports

IV. TECHNICAL APPROACH AND METHODOLOGY

The Consultant shall employ participatory, evidence-informed, and adult-learning methodologies suitable for corporate governance and workforce engagement, including but not limited to:

1. Utilizing active-learning principles, interactive processing, case studies, and scenario analyses tailored to corporate and energy sector operations.
2. Facilitating direct, practical application of PCW-recognized tools, specifically the Gender-Focused Assessment Tool (GFAST), Competency Needs Assessment (CNA), and Harmonized Gender and Development Guidelines (HGDG) diagnostic scoring sheets.
3. Structuring guided consensus-building sessions to draft the statutory GAD Plan and Budget (GPB) 2027 and Partial GAD Accomplishment Report (AR) 2026.
4. Implementing pre- and post-activity assessments, learning outcome tracking, and structured participant feedback loops across all sessions.

V. LOGICAL AND ADMINISTRATIVE SUPPORT

A. PNOC Responsibilities:

1. PNOC shall handle participant invitations, attendance tracking, offsite host coordination, and official training advisories.
2. PNOC shall provide physical training spaces (for Head Office and PIP Bataan face-to-face sessions), standard audio-visual equipment, and meals/refreshments during training days. For virtual Gender-Fair Language sessions, PNOC shall host using its enterprise video conferencing platform (Zoom/Google Meet).
3. For the scheduled deployment to the PNOC Industrial Park (PIP) in Mariveles, Bataan, PNOC shall provide official land transportation (*corporate vehicle and driver*) to and from the Head Office.
4. In the event that PIP Bataan scheduling requires an overnight stay, PNOC shall arrange and shoulder base accommodations.

B. Consultant Responsibilities & Staffing Support:

1. The Consultant shall utilize their own laptop, presentation clicker, and mobile internet connectivity necessary for service delivery.
2. To ensure the timely delivery of comprehensive post-activity reports, evaluation summaries, and workshop documentation, the Consultant may be assisted by a designated Documenter and/or Training Assistant, whose professional fee must be fully integrated into the financial proposal.
3. The Consultant shall provide clean, digital master copies of custom presentation decks, toolkits, and assessment sheets to the PNOC GFPS-TWG & Secretariat at least two (2) working days prior to each activity for internal printing.

4. All submitted training modules, toolkits, and draft institutional outputs shall be subject to a five (5) to seven (7) working days review period by the PNOC GFPS to ensure corporate alignment before finalization.

VI. CONTRACT DURATION

The implementation period shall cover the scheduled priority GAD activities from October to December 2026, commencing upon the issuance of the Notice to Proceed (NTP) and approval of the Consultant's detailed Work Plan by the PNOC GFPS. The Consultant shall submit the detailed Work Plan and activity calendar within five (5) working days from receipt of the NTP.

VII. NON-COMPLETION, DELAY, & TERMINATION OF CONTRACT

The Consultant shall complete all agreed sessions and deliverables within the approved contract period. In the event of unexcused delays, unsatisfactory performance, or failure to meet statutory deadlines PNOC reserves the right to:

- Require a written explanation and corrective action plan within a prescribed period;
- Withhold tranche disbursements for incomplete or unacceptable outputs; and/or
- Terminate the consultancy engagement for justifiable cause in accordance with government accounting and procurement rules.

VIII. MINIMUM QUALIFICATIONS AND REQUIREMENTS OF SERVICE PROVIDER

1. Service Provider (Individual Consultant or Consultancy Firm) must have been engaged in providing Gender and Development (GAD) technical advisory, capacity building, and institutional planning services for the last five (5) years;
2. Has previous or ongoing GAD technical or training engagements with at least three (3) institutions, at least two (2) of which were engagements with the public/government sector (GOCCs or national government agencies);
3. Workshop facilitation and technical report writing must be conducted by a Lead GAD Practitioner (preferably PCW-NGRP accredited or with equivalent credentials) with at least five (5) years of active experience in GAD mainstreaming and statutory tool application (HGDG, GFAST, GPB, and AR).

IX. MINIMUM QUALIFICATIONS AND REQUIREMENTS OF KEY PERSONNEL

1. Lead GAD Consultant / Main Resource Practitioner
    a. Must hold a Bachelor's or Master's degree in Gender Studies, Social Sciences, Public Policy, or related fields. Accreditation from the PCW National GAD Resource Pool (PCW-NGRP) or equivalent recognized GAD credential is high priority.
    b. Minimum of five (5) years of active experience facilitating mass adult-learning workshops (GST, Gender-Fair Language) and applying statutory GAD diagnostic tools (HGDG project scoring, GFAST, CNA, GPB, and AR).
    c. Must have served as primary lead facilitator or technical writer in at least two (2) completed GAD engagements with GOCCs or National Government Agencies.
2. Technical Support Staff / Documenter (*If applicable/deployed by provider*)

a. Must hold a relevant Bachelor's degree with at least two (2) years of experience in technical documentation, pre/post-test data parsing, and post-activity evaluation report drafting.

X. MODE OF PROCUREMENT

The procurement of this GAD consultancy service shall be conducted through Negotiated Procurement – Small Value Procurement (SVP) pursuant to Republic Act No. 12009 (New Government Procurement Act) and its Implementing Rules and Regulations, alongside applicable transitory rules under Republic Act No. 9184 and relevant Government Procurement Policy Board (GPPB) issuances. The Approved Budget for the Contract (ABC) is PHP 590,000.00, which is within the prescribed statutory threshold for GOCC procurement through simplified alternative modes.

XI. EVALUATION AND SELECTION CRITERIA

Pursuant to Republic Act No. 12009 (New Government Procurement Act) and its Implementing Rules and Regulations (IRR), the selection of the GAD Consultancy Service Provider shall be conducted using the Quality-Cost Based Evaluation (QCBE) procedure to determine the Highest Rated Responsive Quotation (HRRQ).

PNOC shall select the most qualified service provider using the following criteria:

PROPOSAL	
Technical Proposal	**80%**
A. Core Competencies & Key Personnel Qualifications (40 Points): • Academic background (Bachelor's/Master's degree in Social Sciences, Public Policy, Gender Studies, or related fields). • Accreditation as a PCW National GAD Resource Pool (PCW-NGRP) member or holding equivalent recognized national/international GAD credentials. • Demonstrated technical mastery in applying PCW mainstreaming tools, specifically HGDG scoring, GFAST execution, GFPS CNA, GPB formulation, and AR drafting.	
B. Applicable Work Experience & Track Record (30 Points): • At least five (5) years of active practice in providing GAD technical advisory, capacity building, and institutional planning services. • Demonstrated completion of or ongoing engagements with at least three (3) institutions, with at least two (2) being public sector entities (GOCCs or national government agencies).	
C. Methodology, Approach & Work Plan (30 Points):	

• Soundness, clarity, and feasibility of the proposed technical approach and adult learning methodologies (andragogy). • Rationality and feasibility of the detailed work plan, ensuring operational alignment with strict target deadlines (e.g., Draft GPB 2027 completion ahead of Nov. 3, and Gender-Fair Language rollout during the 18-Day Campaign to End VAW).	
D. Financial Proposal	**20%**
Total	**100%**

Core Competencies & Key Personnel Qualifications (40 Points)

Evaluation Criteria	Unit of Measurement	Point Distribution & Rating Scale	Max Points
Years of Practice: Active practice in GAD technical advisory, capacity building, and institutional planning	Number of Years	• 8 pts: 5 to 6 years (*Meets minimum requirement*) • 12 pts: 7 to 9 years (*Exceeds minimum requirement*) • 15 pts: 10 or more years (*Exceptional track record*)	15
Accreditation & Credentials: PCW-NGRP accreditation or advanced post-graduate degree in Social Sciences/GAD	Level of Credentials	• 8 pts: Bachelor's degree in relevant field (*Meets minimum requirement*) • 12 pts: Master's degree OR PCW-NGRP accredited (*Exceeds minimum requirement*) • 15 pts: Master's/Ph.D. degree AND PCW-NGRP accredited (*Exceptional credentials)*	15
Tool Proficiency: Demonstrated experience executing HGDG, GFAST, CNA, GPB, and AR instruments	Demonstrated Outputs*	• 5 pts: Applied 3 tools (*Meets minimum requirement*) • 8 pts: Applied 4 tools (*Exceeds minimum requirement*) • 10 pts: Full mastery across all 5 tools (*Exceptional proficiency*)	10

**To earn points under Tool Proficiency, the bidder must submit verifiable documentary proof of prior application/execution for each tool, such as:*

- *Accomplished HGDG Scoring Sheets, Project Design/Proposal with GAD attribution rating, or HGDG Evaluation Report.*
- *Completed GFAST Organizational Diagnostic Report or Baseline Assessment Summary.*
- *Completed GFPS Competency Needs Assessment Report or GFPS Capacity Building Plan derived from CNA findings.*
- *Drafted, endorsed, or PCW-submitted GAD Plan and Budget matrix/form.*
- *Drafted, endorsed, or PCW-submitted GAD Accomplishment Report matrix/form.*

Acceptable proofs include submitted project reports, copies of official technical outputs, certificates of completion mentioning tool execution, or formal client sign-offs.

Applicable Work Experience & Track Record (30 Points)

Evaluation Criteria	**Unit of Measurement**	**Point Distribution & Rating Scale**	**Max Points**
Total Engagements: Completed or ongoing GAD technical or training projects with institutional clients	Number of Institutions	• 8 pts: 3 to 4 institutions (*Meets minimum requirement*) • 12 pts: 5 to 6 institutions (*Exceeds minimum requirement*) • 15 pts: 7 or more institutions (*Exceptional volume*)	15
Public Sector Experience: Specific GAD engagements with GOCCs or National Government Agencies (NGAs)	Number of Public Sector Clients	• 8 pts: 2 public sector clients (*Meets minimum requirement*) • 12 pts: 3 to 4 public sector clients (*Exceeds minimum requirement*) • 15 pts: 5 or more public sector clients (*Exceptional sector experience*)	15

Methodology, Approach & Work Plan (30 Points)

Evaluation Criteria	**Unit of Measurement**	**Point Distribution & Rating Scale**	**Max Points**
Work Plan Feasibility: Clarity and alignment of timeline with priority deadlines (e.g., GPB drafting prior to Nov. 3; GFL during 18-Day VAW Campaign)	Qualitative Assessment	• 8 pts: Complete, feasible schedule aligned with priority statutory deadlines (*Meets baseline*) • 12 pts: Detailed, well-structured work plan with clear phase transitions (*Exceeds baseline*) • 15 pts: Exceptionally structured work plan with optimized phasing, risk-mitigation, and early delivery buffers (*Exceptional*)	15

Adult Learning Methodology: Soundness of proposed adult learning (andragogy) strategies and training module design	Qualitative Assessment	• 8 pts: Standard interactive adult learning training modules and methodologies (*Meets baseline*) • 12 pts: Highly participatory adult learning modules with case studies (*Exceeds baseline*) • 15 pts: Experiential, highly interactive modules specifically contextualized to PNOC and energy sector operations (*Exceptional*)	15

Financial Proposal Evaluation 20%

Financial Proposals shall be opened exclusively for service providers achieving the minimum 70% technical passing score.

- Any financial bid exceeding the Approved Budget for the Contract (ABC) of PHP 590,000.00 shall be automatically rejected.
- The lowest financial proposal (F_L) receives the maximum financial score of 100 points. All other proposals (F) are rated using the formula:

$$\text{Financial Score} = \left(\frac{F_L}{F}\right) \times 100 \times 20\%$$

Financial Rating =

PNOC shall not be bound to accept the lowest or any other quotation or to assign any reason for non-acceptance or rejection of a quotation. PNOC reserves the right to accept any quotation in respect of the whole or any portion of the work specified in the submitted quotation.

XII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **Php590,000.00** including government taxes and charges to be taken from PNOC's Corporate Operating Budget for CY 2026.

XIII. MILESTONES, DELIVERABLES, & PAYMENT SCHEME

Payments shall be divided into four (5) output-based tranches corresponding to the successful execution and formal acceptance of deliverables:

Phase & Timeline	**Targeted Milestones & Activities**	**Key Deliverables**	**Payment Tranche (%)**

Phase 1: Project Inception & GFPS Capacity Building (*October - December 2026*)	1. Inception & Alignment 2. GFPS Capacity Building Activity	• Approved Inception Report & Detailed Work Plan • Conduct of one (1) 1-full-day (8-hour) GFPS Capacity Building Session (Face-to-Face or Hybrid) for GFPS-TWG & Secretariat members (~20 pax) • Completed GFPS Competency Needs Assessment (CNA) Report • GFAST Framework training delivery & assessment report • Targeted capacity building session outputs for GFPS members	15%
Phase 2: Strategic GAD Planning & Statutory Drafts (*October - December 2026*)	3. GAD Planning Workshops	• Conduct of two (2) 1-full-day GAD Planning Workshops: - One (1) Face-to-Face session for Head Office GFPS Members (~20-25 pax) - One (1) Face-to-Face session at PNOC Industrial Park (Mariveles) for offsite personnel, locators, and host community reps (~10-15 pax) • Draft PNOC GAD Plan and Budget (GPB) 2027 • Draft PNOC Partial GAD Accomplishment Report (AR) 2026 • Localized offsite planning inputs & strategies	25%
Phase 3: Workforce-Wide Gender Sensitivity Training (*October – December 2026*)	4. Gender Sensitivity Training (GST)	• Conduct of two (2) 1-full-day Gender Sensitivity Training (GST) sessions covering all PNOC Head Office & Offsite Personnel across designated cohorts • Post-Activity Completion Reports per batch (including parsed pre-test and post-test comparative data)	20%
Phase 4: HGDG Assessment & Project Attribution (*Nov – Dec 2026*)	5. Harmonized Gender & Development Guidelines (HGDG) Workshop	• Conduct of one (1) 2-full-day HGDG Workshop at Head Office for GFPS Members + 2 representatives per PNOC Unit (~35-40 pax) • Enhanced organizational capacity to apply HGDG tools	20%

		• Accomplished HGDG scoring sheets for three (3) PNOC flagship projects, including identified gender issues, recommendations, and GAD attribution percentages	
Phase 5: End VAW Campaign Integration & Project Closeout (*Nov 25 – Dec 12, 2026*)	6. Session on Gender-Fair Language 7. Terminal Integration	• Conduct of three (3) half-day (4-hour) Gender-Fair Language Training Sessions (Online or Face-to-Face) for all employees, integrated into the 18-Day Campaign to End VAW • Finalized Post-Activity Learning Evaluation Reports per batch • Consolidated End-of-Project Terminal / Synthesis Report	20%

XIV. ELIGIBILITY REQUIREMENTS

Interested service providers (Individual Consultants or Consultancy Firms) must submit clean, legible copies of the following requirements:

A. Documentary Requirements

- PhilGEPS Registration Number (Red Membership or Platinum Certificate of Registration)
- Mayor's / Business Permit (in case of Consultancy Firm) or BIR Certificate of Registration (BIR Form 2303, in case of Individual Consultant)
- Latest BIR Income / Business Tax Return
- Duly Accomplished Omnibus Sworn Statement (OSS)
- Curriculum Vitae (CV) of the Lead GAD Consultant / Resource Practitioner detailing educational background, years of practice, PCW-NGRP accreditation status (if applicable), and list of relevant GAD engagements

B. Technical Requirement

- Technical Proposal
- Company Profile (in case of firm) or Professional Portfolio / Profile (in case of individual consultant)
- List of Client References with complete contact details (designation, official email address, and phone number)
- List of All Ongoing and Completed Government and Private Contracts within the last five (5) years. For government contracts, the provider must submit at least one (1) of the following supporting documents:
  - Certificate of Completion and Acceptance
  - Certificate of Satisfactory Service Rendered
  - Official Receipt (OR) / Sales Invoice corresponding to final payment

C. Financial Proposal

- Proposal with cost breakdown (*see Annex A*)

XV. RESERVATION CLAUSE AND RIGHT TO REJECT

The PNOC reserves that 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.

XVI. INTELLECTUAL PROPERTY AND OWNERSHIP OF OUTPUTS

All custom presentation decks, training toolkits, assessment diagnostic instruments, draft policy documents (Draft PNOC GPB 2027 and Draft Partial GAD AR 2026), HGDG scoring matrices, and terminal reports developed, generated, or submitted by the Consultant under this engagement shall become the exclusive property of PNOC. The Consultant shall not reproduce, publish, or distribute any part of these corporate outputs without prior written consent from 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

   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" : Itemized Financial Proposal Schedule

Instructions to Bidders: Bidders shall provide a detailed financial breakdown per Activity Block based on the approved Scope of Work and batching requirements. Lump-sum financial proposals without itemized cost breakdowns per activity block shall be deemed non-responsive.

Activity / Cost Component Block	**Scope & Batching Details**	**Key Deliverables Included**	**Proposed Professional Fee (PHP)**
Block 1: Inception & GFPS Capacity Building	• 1 Full-Day Session (8 hrs) • Head Office / Hybrid • 1 Batch (~20 pax)	Inception Report, Work Plan, GFPS CNA Report, and GFAST Framework Training Delivery.	Php _____
Block 2: Strategic GAD Planning Workshops	• 2 Full-Day Sessions total • Batch 1: HO (1 Day, ~20-25 pax) • Batch 2: PIP Bataan (1 Day, ~10-15 pax)	Draft PNOC GPB 2027, Draft Partial GAD Accomplishment Report 2026, and Localized Offsite Planning Strategies.	Php _____
Block 3: Gender Sensitivity Training (GST)	• 2 Full-Day Sessions total • Distributed across HO and offsite personnel cohorts	GST delivery across designated cohorts and Post-Activity Completion Reports with pre/post-test analysis.	Php _____
Block 4: Harmonized GAD Guidelines (HGDG) Workshop	• 1 Workshop x 2 Full Days • Head Office (~35-40 pax)	HGDG Tool Training and Accomplished HGDG Scoring Sheets (with attribution %) for 3 Flagship Projects.	Php _____
Block 5: Gender-Fair Language Sessions & Closeout	• 3 Half-Day Sessions (4 hrs/batch) • All PNOC Employees	Gender-Fair Language Training Sessions, Learning Evaluation	Php _____

	• Integrated into 18-Day VAW Campaign	Reports, and Consolidated Terminal Synthesis Report	
TOTAL PROPOSED FINANCIAL QUOTATION	**Full Project Scope Execution**	**Complete Delivery of All Phases & Statutory Outputs**	**Php _____**

Financial Proposal Notes & Conditions:

1. Rates proposed must clearly state whether they are inclusive or exclusive of applicable taxes (e.g., Value Added Tax, Expanded Withholding Tax for Professional Services).
2. Professional fee quotes must explicitly indicate whether trainer/consultant travel, transportation, and accommodation costs for the PIP Bataan workshop (Block 2) are included in the block quote or billed separately as reimbursable direct costs.
3. Breakdown per block serves as the basis for tranche disbursements upon submission and approval of deliverables corresponding to each payment phase.

Annex "B"

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 _____.

Annex "C"

Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position		
Personal Information		
Name of Staff		
Address	Contact No.	Email Address
Date of Birth	Citizenship	Civil Status

Project Experience *(start from the current employment, add rows if necessary)*
Similar and Related to the Project

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		

Relevant Training *(start from the most recent, add rows if necessary)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent, add rows if necessary)*

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