

BIDS AND AWARDS COMMITTEE (BAC)

REQUEST FOR QUOTATION


The PNOC RENEWABLES CORPORATION (PNOC RC) through its Bids and Awards Committee (BAC) invites interested suppliers/contractors to submit quotations for the following company requirements:

Project Number / Project Title	PNOC RC APP Item No.	Bid Deadline	Approved Budget For the Contract
WOR 17-049 Catering Services			
1. Catering Services Package for PNOC RC's Year Ended Celebration Note: Please see Terms of Reference for the complete details.	51	11/17/17 (5:00 pm)	<i>Php170,000.00</i>
TOTAL			<i>Php170,000.00</i>

Bidding documents shall be accessible to all interested parties at the PhilGEPS account of PNOC RC. Should there be any matter that needs clarification, please feel free to call us at Trunk line No. (02) 840-3080 loc. 8893 or Direct telefax No. (02) 812-0991 and look for Atty. Arolf C. Empino-Suyom or Mr. Dave E. Orlina or send us an email at procurement@pnoc-rc.com.ph.

In the interest of fair competition, PNOC RC ensures that the contents of all bid proposals submitted remain confidential until the bid deadline indicated above. In this regard, PNOC RC encourages the submission of bid proposals in one sealed envelope. The bid proposals shall be accepted until the bid deadline and dropped by the bidders in the bid boxes located in the PNOC RC Office.

PNOC RC reserves the right to accept or reject any or all bids or parts thereof, to waive formality the company.


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

Bids and Award Committee (BAC)

TERMS OF REFERENCE FOR GOODS & SERVICES (Small Value Procurement)

CATERING SERVICES PACKAGE FOR PNOC RC's YEAR END CELEBRATION

SECTION 1: BACKGROUND

PNOC Renewables Corporation (PNOC RC) is a government owned and controlled corporation and a subsidiary of the Philippine National Oil Company (PNOC). It has identified the necessity of procuring catering services package for PNOC RC's year end celebration.

Pursuant to the Revised Implementing Rules and Regulations (IRR) of RA 9184, catering services package for PNOC RC's year end celebration with approved budget for contract amounting to One Million Pesos (Php1,000,000.00) or less can be done through small value procurement.

SECTION 2: PURPOSE/OBJECTIVES

PNOC Renewables Corporation is seeking proposals from competent and eligible bidders/suppliers to provide Catering Services Package for PNOC RC's Year End Celebration. PNOC RC's Year End Celebration is aimed to celebrate a year of hard work, strengthen team dynamic, unite the workforce, create sense of camaraderie, boost morale and sense of belongingness and improve employee satisfaction and retention levels.

SECTION 3: QUALIFICATIONS

The following shall be eligible to participate in the bidding for the said services:

- a.) Duly licensed Filipino citizens/sole proprietorships;
- b.) If a partnership, duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c.) If a corporation, duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d.) If a cooperative, duly organized under the laws of the Philippines;

SECTION 4: APPROVED BUDGET FOR THE CONTRACT (ABC)

PNOC Renewables Corporation (PNOC RC) shall offer to all prospective bidders the contract for Catering Services Package for PNOC RC's Year End Celebration. The price quotation shall not exceed the Approved Budget for the Contract (ABC) amounting to One Hundred Seventy Thousand Pesos,

(Php170,000.00) inclusive of 12% VAT and all other applicable government taxes and charges. Any bid beyond the ABC shall be automatically disqualified.

SECTION 5: SCOPE OF WORK

I. Desired Qualifications

- a. At least three (3) years' experience in catering services, event organizing and similar types of activities/program with minimum staging event of 50 participants;
- b. With qualified appropriate no. of personnel and staff; and
- c. At least two (2) satisfactory or positive feedbacks from previous clients.

II. Expected Output/Deliverables

a. Primary - Catering Services

Service Provider must render catering services for at least eighty (80) participants or attendees including of at least five (5) executives or VIP.

- i. Must consider diverse religion of participants or attendees (Muslim and Non-Muslim);
- ii. Must provide the following:
 1. Buffet table setup with themed centrepiece;
 2. Presidential table setup with themed centrepiece:
 - a. Dining setup of at least five (5) persons
 - b. Catering personnel should serve the food;
 3. Round dinner tables with floor length cover and themed centrepiece;
 4. Mono-block chairs with floor length seat cover and ribbon of motif colour; and
 5. Table numbers and Linen table napkin.
- iii. Must have a menu with the following details:
 1. Appetizer – two (2) variants
 2. Main Course
 - a. One (1) variant for each:
 - i. Chicken
 - ii. Beef
 - iii. Seafood
 - iv. Pasta/Noodles
 - v. Vegetable
 - vi. Rice – Steamed Rice
 - vii. Dessert – two (2) variants
 - b. Drinks - Bottomless Juice and purified drinking water and ice
 - i. There must be separate cooler or container for cooling and serving cold drinks or beverage.
- iv. Must provide a dessert buffet of six (6) kinds of sweets with chocolate fondue;
- v. Must include a provision for corkage fees for bring-in food;
- vi. Must include a provision for one (1) rectangular bar table with skirts;
- vii. Must include a provision for one (1) rectangular regular table with skirts;
- viii. Must make a buffer of at least 10% of food and dining setup (table, chairs, etc.);
- ix. Must provide a complete catering equipment and utensils;

- x. Catering personnel must be trained and in uniform:
 - 1. At least one (1) manager or head waiter, three (3) service crews (excluding the butcher) and two (2) waiters must be provided; and
- xi. Service Provider must accommodate free food tasting for at least two (2) persons for menu selection and approval.

b. Inclusions or Add-Ons

The service provider must include the following inclusions or add-ons on its catering services.

i. Venue and Venue Styling

1. Venue

- a. Event is scheduled on the evening of 13 December 2017. A 8-hour event excluding ingress and egress:
 - i. 1st to 3rd hour – Ingress;
 - ii. 4th to 7th hour – Event Proper; and
 - iii. 8th hour – Egress.
- b. Event Venue must be:
 - i. Within five (5) kilometre radius from PNOC Renewables Corporation office with estimated travel time of 20 to 30 minutes with traffic;
- c. Service Provider must ensure that the venue:
 - i. Is suitable and appropriate to the theme of the event;
 - ii. Can accommodate the target participants including staff/personnel of outsourced services;
 - iii. Is fully air-conditioned;
 - iv. Is near to parking spaces/slots;
 - v. Can entertain outsourced services e.g. catering, lights and sounds and other services needed for this event;
 - vi. Has continuous water supply & clean and accessible comfort room;
 - vii. Has a proper waste management system;
 - viii. Has accessible emergency exit and alarm and standby fire extinguisher;
 - ix. Has adequate security service; and
 - x. Is near to police and fire stations, banks (ATM's) and telecommunication provider.
- d. Event venue will be inspected and must be approved by PNOC RC in consideration of the above-mentioned requirements. Service Provider must effect changes or recommendations relayed by the Organizing Committee.

2. Venue Styling

- a. Service Provider must:

- i. Set up the stage design and backdrop appropriate to the theme which include stage backdrop, centrepieces, LED walls and other necessary stage and venue designs;
 - ii. Provide a paparazzi or photo wall by the entrance/registration; and
 - iii. Include theme styled entrance design.
- b. Proposal will be subject to PNOG RC approval. Service Provider must effect changes or recommendations relayed by the Organizing Committee.

ii. Sound and Lights System

1. Sound System

- a. Must provide audible and operational sound system (*Please provide model/brand or product specification of speaker/sound system*);
 - i. Sound system must include of at least of the following:
 - 1. Speaker with indoor capacity of at least 100 pax;
 - 2. One (1) mixing console;
 - 3. Two (2) wireless and one (1) wired microphones with stand;
 - 4. Extension wires, microphone cables, RCA and patch cords, etc.;
 - 5. One (1) unit of laptop for musical selection; and
 - 6. One (1) Technician.
 - b. Must provide a musical selection of at least ten (10) songs relevant to the theme.

- 2. Lights system must include of staging lights, moving lights, par LED Lights, laser lights, light stand, light controller and wirings.
- 3. Service Provider should include a Fog/Smoke Machine.
- 4. Subject to approval by PNOG RC. Service Provider must effect changes or recommendations relayed by the Organizing Committee.

iii. Photography Services

- 1. Must provide at least (1) professional photographer to document various aspects of the Event (*Please furnish a copy of Curriculum Vitae of the Photographer*);
- 2. Photographer must use a DSLR camera with at least 24MP capacity (*Please specify brand and model of the camera proposal*); and
- 3. Must provide a digital copy in JPEG format of raw images in DVD.

iv. Event Hosting

Service Provider must add a professional and experienced event host to emcee the whole program and to craft script based on the approved program by PNOG RC. In addition, the emcee should dress and act accordingly with the theme. (*Please furnish a copy of Curriculum Vitae of the event host*);

v. Event Accessories

Service Provider must include the following event accessories:

1. Electronic invitation including design and layout; and
2. Guest registration book and personnel.

c. Implementing Arrangement

i. Roles and Responsibilities of the Service Provider

1. Delivery and submission of all required outputs as agreed upon in this Terms of Reference;
2. Secure the approval of PNOC Renewables Corporation through its Organizing Committee before initiating any activity relative to the objectives of this event and should work closely with the representatives of the Company; and
3. The service provider shall abide by the terms and conditions stipulated in the work contract.

ii. Roles and Responsibilities of PNOC Renewables Corporation

1. Work closely and oversee the work of the service provider;
2. Provide full support to the conduct of the whole event;
3. Guide and work closely with the service provider in the finalization and execution of the program for the event;
4. Provide technical (integration of concepts and principles) assistance and administrative support to the service provider and staff;
5. Monitor and supervise the effective implementation of the event;
6. Issue Certificate of Acceptance based on the approved quality and timeliness of the submission of the deliverables; and
7. Ensure the release of payment based on agreed scheme.

iii. Responsibilities of Organizing Committee

1. Conceptualize and develop the substantive program of the event;
2. Secure financial resources and process disbursement of expenses related to the event;
3. Provide the final list of participants;
4. Review and approve concepts, programs and scripts;
5. Provide technical inputs to enhance the conduct of the event;
6. Supervise the transfers and other logistical support to be provided to participants;
7. Supervise the development of concept art and design materials to be used in the event;
8. Collect additional materials (photos, videos, presentations, etc.) for AVP and other presentations;
9. Process payment for the service provider; and
10. Facilitate all activities during ingress and egress.

SECTION 6: TERMS OF DELIVERY / DELIVERY SCHEDULE

Event is scheduled on 13 December 2017 from 4:00 o'clock in the afternoon up to 12:00 o'clock midnight (including ingress and egress).

SECTION 7: SELECTION CRITERIA

The project shall be awarded to the Single/Lowest Calculated Responsive Bidder (S/LCRB).

A.) TECHNICAL AND ELIGIBILITY PROPOSAL

- a.) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- b.) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- c.) Latest income and business tax return filed within the last six (6) months period preceding the date of bid submission;
- d.) Certificate of PhilGEPS Registration or Proof of PhilGEPS Registration;
- e.) Statement of on-going and completed government and private contracts within the period specified in Section 5, including contracts awarded but not yet started, if any. The declaration must include, for each contract, the following:
 1. Name and location of the contract/project
 2. Date of the contract
 3. Type of service
 4. Amount of contract
 5. Contract duration
 6. Copies of all certificates of satisfactory completion issued by clients for completed contracts
- f.) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC;
- g.) Satisfactory or Positive Feedback from previous clients/customers; and
- h.) Omnibus Sworn Statement in accordance with the succeeding paragraph (ANNEX A).

The Omnibus Sworn Statement executed by the bidder, or its duly authorized representative, shall contain the following:

1. The signatory is the duly authorized representative of the prospective bidder, and 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 accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
2. It is not "blacklisted" or barred from bidding;
3. 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;
4. It is authorizing PNO RC's Board of Directors or duly authorized representative/s to verify all the documents submitted;

5. It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019;
6. It complies with existing labor laws and standards;
7. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
8. It 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;

B.) FINANCIAL PROPOSAL

- a.) All bid prices shall be quoted in Philippine Peso and inclusive of all applicable taxes.
- b.) Bid Validity: Bids shall remain valid for the period not exceed Forty Five (45) calendar days from the date of the opening of bids.

SECTION 8: BID SECURITY

The bidder shall submit a bid securing declaration, or any form of bid security valid within thirty (30) calendar days denominated in Philippine Pesos and posted in favor of the PNOC RC with the following schedule:

- a) If cash or cashier's/manager's check issued by a Universal or Commercial Bank – in an amount not less than two percent (2%) of the ABC;
- b) If bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank (*Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank*) – in an amount not less than five percent (5%) of the ABC; and
- c) If through surety bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security – in an amount not less than five percent (5%) of the ABC.

SECTION 9: PERFORMANCE SECURITY

Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable Letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	

(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
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- a. The Performance Security shall be valid for the entire duration of the contract.
- b. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- c. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- d. Failure of the successful bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the procuring entity shall initiate and complete the post qualification of the second lowest calculated bid. The procedure shall be repeated until the Lowest Calculated Responsive Bidder is identified and selected for contract award. However, if no bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re- advertisement.

SECTION 10: LIQUIDATED DAMAGES

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for every day of delay until such goods are finally delivered and accepted by PNOC RC. Such amount shall be deducted from any money due or which may become due to the supplier.

SECTION 11: SCHEDULE OF PAYMENTS

In accordance with Section 4.3 of Annex D of the Revised R.A. 9184, an advance payment not exceeding fifteen percent (15%) can be made to the Supplier within fifteen (15) calendar days upon receipt of notice to proceed thru submission of letter request and billing statement or statement of account.

Balance of the contract amount will be paid within five (5) calendar days after the event and issuance of certificate of acceptance and completion by PNOC RC.

The Service Provider must send bill and will be paid within fifteen (15) calendar days after receipt of thereof, in cases of:

- 1. Damaged/breakage or accidental charges caused by PNOC RC; and
- 2. Other charges not included in the Terms of Reference but incurred and authorized by the Organizing Committee in order to carry out the successful implementation of the event.

SECTION 12: PAYMENT TERMS AND CONDITIONS

- i. Payments shall be made promptly by PNOC RC.
- ii. Payments shall be according to the schedule in Section 11: Schedule of Payments.
- iii. Payments shall be made only upon a certification by the Head of the Admin Department to the effect that the services have been rendered in accordance with the terms of this contract and have been duly accepted.
- iv. The supplier's request(s) for payment shall be made to the PNOC RC in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by submission of other required documents and obligations stipulated in this Contract.

ANNEX A

OMNIBUS SWORN STATEMENT

OMNIBUS SWORN STATEMENT
(SOLE PROPRIETORSHIP)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;
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;
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 PNOC Renewables Corporation or its duly authorized representative(s) to verify all the documents submitted;
6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[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 *[Name of the Project]*.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder’s Representative/Authorized Signatory

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, this ____ day of _____ 20____, personally appeared:

Name

Proof of Identification

Date/Place Issued

known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the corporation represented herein and that they are duly authorized to sign the same.

This instrument consisting of ____ pages, including this page whereon the acknowledgement clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed with my notarial seal, refers to an Omnibus Sworn Statement.

WITNESS MY HAND AND SEAL on the date and at the place first above-written.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at _____
Issued on _____
TIN No. _____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.

OMNIBUS SWORN STATEMENT
(PARTNERSHIP/CORPORATION/JOINT VENTURE/COOPERATIVES)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;
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;
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 PNOC Renewables Corporation or its duly authorized representative(s) to verify all the documents submitted;
6. ***{If a partnership or cooperative}*** None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

{If a corporation or joint venture} None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[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 *[Name of the Project]*.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____,
Philippines.

Bidder's Representative/Authorized Signatory

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, this ____ day of _____ 20____, personally appeared:

<u>Name</u>	<u>Proof of Identification</u>	<u>Date/Place Issued</u>
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known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the corporation represented herein and that they are duly authorized to sign the same.

This instrument consisting of ____ pages, including this page whereon the acknowledgement clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed with my notarial seal, refers to an Omnibus Sworn Statement.

WITNESS MY HAND AND SEAL on the date and at the place first above-written.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at _____
Issued on _____
TIN No. _____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.

ANNEX B

TECHNICAL PROPOSAL

TECHNICAL PROPOSAL		
PARTICULARS	REQUIREMENTS PER TOR	COMPLY/NOT COMPLY
Catering Package		
1. Catering Services	As stated in the TOR	
2. Inclusions or add-ons	As stated in the TOR	
a) Venue and Venue Styling <i>(Please indicate proposed venue and venue styling)</i>	As stated in the TOR	
b) Sounds and Lights System <i>(Please provide details or specification of speaker and sound system)</i>	As stated in the TOR	
c) Photography Services <i>(Please provide CV of photographer and brand/model or specification of DSLR Camera)</i>	As stated in the TOR	
d) Event Hosting <i>(Please provide CV of event host)</i>	As stated in the TOR	
e) Event Accessories	As stated in the TOR	

Statement of Compliance

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Note: Bid Price shall be inclusive of 12% VAT and all other applicable government taxes and charges.

Bidder’s Name:
Authorized Representative:
Designation:
Signature:
Date:

ANNEX C

FINANCIAL PROPOSAL

BID FORM

<Insert Date>

TO: PNOC RENEWABLES CORPORATION
G/F PNOC Bldg. 5, Energy Center, Rizal Drive,
BGC, Taguig City, Philippines 1634

PROJECT TITLE: CATERING SERVICES PACKAGE FOR PNOC RC'S YEAR END CELEBRATION

Gentlemen:

Having examined the Terms of Reference including Bid Bulletin Numbers, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to PNOC Renewables Corporation in conformity with the said Terms of Reference in the sum of <insert amount in words and figure> or such other sums as may be ascertained in accordance with the Bid Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in Section 6: Terms of Delivery in the Terms of Reference.

If our Bid is accepted, we undertake to provide a performance security in the form of <Insert Form of Performance Security, Amount, and Duration specified in Section 9 Performance Security> for the due performance of the Contract.

We agree to abide by this Bid for the Bid Validity Period specified in Section 7: Submission of Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below: <Insert Information>

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive. We certify/confirm that we comply with the eligibility requirements as per Section 8: Submission of Bid.

Dated this ___ day of _____.

<Signature over Printed Name>

<Insert Name and Designation>

Duly authorized to sign the Bid for and on behalf of

<Insert Company Name>

FINANCIAL PROPOSAL	
PARTICULARS	AMOUNT
Catering Services Package	
GRAND TOTAL	

GRAND TOTAL (Amount in words):

Statement of Compliance

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Note: Bid Price shall be inclusive of 12% VAT and all other applicable government taxes and charges.

Bidder’s Name:
Authorized Representative:
Designation:
Signature:
Date:

**CHECKLIST OF ELIGIBILITY AND TECHNICAL REQUIREMENTS FOR BIDDERS
(GOODS AND SERVICES)**

ELIGIBILITY & TECHNICAL DOCUMENTS		
DESCRIPTION AND REQUIREMENTS		BID OFFER
1	Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives	
2	Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas	
3	Latest income and business tax return filed within the last six (6) months period preceding the date of bid submission;	
4	Certificate of PhilGEPS Registration or Proof of PhilGEPS Registration	
5	Statement of on-going and completed government and private contracts	
6	Statement of Single Largest Completed Contract (SLCC)	
7	Satisfactory or Positive Feedback from Client/Customer	
8	Omnibus Sworn Statement	
9	JVA, if applicable	
10	Bid Security	

Statement of Compliance

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Note: Bid Price shall be inclusive of 12% VAT and all other applicable government taxes and charges.

Bidder's Name:
Authorized Representative:
Designation:
Signature:
Date:

<Bidder Name>

<Business Address>

Statement of On-going and Completed Government and Private Contracts

For the Period <of at least 3 years>

Client/ Customer	Name and Location of Contract	Date of Contract	Type of Service	Amount of Contract	Contract Duration	% of Accomplishment / Completion
1.						
2.						
3.						
5.						

By:

<Authorized Representative>

Signature over Printed Name

<Bidder Name>

<Business Address>

Statement of Single Largest Completed Contract (SLCC)

Client/ Customer	Name and Location of Contract	Date of Contract	Type of Service	Amount of Contract	Contract Duration
1.					

By:

<Authorized Representative>

Signature over Printed Name