



PHILIPPINE NATIONAL OIL COMPANY

PNO 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 : **24 October 2022**
Project Title : **Contract of Services for the Preventive Maintenance of CCTV Surveillance System at PNO Bldg. 6, Bldg. 5, Computer Bldg. and Compound Perimeter**
Reference No. : **2023-EPA-002**
Total ABC : **PhP 89,888.04**
Submission Deadline: **3 November 2022 / 10:00 AM**
Delivery Place : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNO Procurement Management Division at the above address or to procurement@pnoc.com.ph and gsmendoza@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

The PNO 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.

Thank you.


EVANGELINE B. ALBAYTAR
Chairperson
Bids and Awards Committee


TERMS OF REFERENCE

Project: Preventive Maintenance of CCTV Surveillance System at PNOC Building 6, Building 5, Computer Building and Compound perimeter.

Justification: To maintain the reliability of all surveillance cameras within the buildings and compound perimeter.

SCOPE OF WORKS:

The scope of the project will be to provide service for the preventive maintenance of 53 units of CCTV cameras, 4 units NVR's including its storage and switches, 4 units output monitor, source video cable, LAN network including connectors and POE switches installed within the buildings and compound. Work includes provision of supervising personnel, skilled technicians, appropriate tools, instruments, equipment and necessary consumables for the execution and completion of CCTV system essential service needed. The expertise and supervision must be with full competence that meets the requirements of PNOC.

LABOR REQUIREMENT/S:

1. Provide skilled technicians, supervising personnel, consumable materials, safety gadgets, standard equipment, appropriate tools and testing instruments.
2. Contractor must have at-least three (3) years of experience in handling and contracting CCTV system preventive maintenance.
3. Bidder should be a legitimate CCTV installer/contractor and has been contracted for preventive maintenance of CCTV surveillance system.
4. The contractor should have completed at least two (2) projects of the same nature for the last 5 years. Proof of completion of the project should be attached (certificate of completion or P.O.)

MATERIAL REQUIREMENT:

1. The contractor shall provide, among others, the following primary materials and tools as follows:
 - ❖ Basic Tools
 - Power & hand tools/equipments
 - Test instruments
 - Vacuum cleaners
 - Cleaning chemicals
 - Ladders
 - Electrical tapes
 - Rugs
 - Trash bags
 - Brooms & dust pan
 - Extension cords (lighting & outlet)
 - consumables
2. All electrically operated tools should be designed to adopt with the company system voltage.

PROJECT EXECUTION REQUIREMENT:

1. Conduct inspection and site evaluation of the entire system.
2. Submit maintenance schedule for twelve (12) consecutive months.
3. Coordinate with PNOC maintenance regarding any power requirements whenever necessary.
4. Check/inspect CCTV system connection and identify all camera location.

5. Position all needed equipment, safety devices and warning signs when needed.
6. Check for hazards within the work area.
7. Perform preventive maintenance service of the following equipment:
 - Indoor & outdoor CCTV cameras within PNOC buildings and compound perimeter.
 - NVR and its storage including switches
 - System LAN network including connectors
 - Battery back-up system (UPS).
 - Alternating current power line.
8. Replace defective RJ45 connectors and minor accessories when necessary.
9. Check primary power and back-up power supply.
10. Check system settings and update to latest software & firmware.
11. Check the condition of all cables, terminations and connectors.
12. Cleaning of NVRs and switches.
13. Check recording quality in day and night time modes.
14. Thorough cleaning of all surveillance cameras (lenses and housing surfaces); use appropriate/approved cleaning agents.
15. Check all glands and seals on external equipment (do necessary work if defect is found)
16. Adjustment of CCTV cameras for better output video aligned to end-user specification.
17. Verify that all cameras are in operation.
18. Document work done by taking photographs before and after works performed.
19. Reinstall all dismantled components or accessories of the CCTV system (if necessary).
20. Do minor repairs/restoration on components that require slight restoration and adjustment to restore/improve video output.
21. Conduct thorough checking of the system.
22. Installation of replacement items should be without alteration to the existing system. Any alteration that needs to be done for improvement purposes must be with the knowledge of PNOC-GSD.
23. All needed works must be complete, acceptable and functioning as it should be.
24. A comprehensive final checking of the work done should be conducted prior to turn-over. All unacceptable work must be re-worked at no additional cost to PNOC.
25. Verify the system output by the use of appropriate testing instruments.
26. Submit job report, diagnosis, photos complete with the assessment result, remarks, list of defects if any and corrective measures done to address the fault.
27. Report should be duly signed by the assigned supervising personnel, assigned to handle the project.
28. All work area must be cleared and cleaned.
29. Testing and commissioning of the system.
30. Demobilization of personnel, tools and equipments.

GENERAL PROVISIONS:

1. A joint inspection must be conducted by the Contractor and PNOC-Admin GSD representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive an estimate of the labor, materials, equipment, facilities and services necessary to carry out the work.
3. The contractor must conduct proper planning and safety orientation meeting with all personnel involved in the work prior to commencement.
4. The contractor is required to coordinate all activities and work relative to the project with the PNOC Admin-GSD representative for proper monitoring and coordination.
5. The Contractor shall commence work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the CONTRACTOR, as updated, with the approval of the PNOC Admin-GSD representative and complete the project by the completion date as indicated in the TOR.
6. The Contractor must submit a list of personnel assigned to the project before commencing the above scope of works.

7. The Contractor must comply with all standard health and safety requirements and protocols to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID and observe company rules and regulations on safety and security.
8. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC-Admin GSD, as represented by its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgement are not in full accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.

COMPLETION OF WORK:

- Regular maintenance should be done once every month and as per agreement on emergency repairs.
Regular maintenance: 7:00am onwards on weekends (Saturday & Sunday)
reckoned from the date of receipt of the Notice to Proceed

NOTE:

1. Contractor to respond to on-site service within 24 hrs.
2. Delays due to work stoppage ordered by GSD shall not be counted against the set completion date.

WARRANTY PROVISIONS:

- Workmanship shall be guaranteed for a period of one (1) year from date of acceptance. At any time within the period of guarantee and upon notification, the contractor shall repair and/or rectify all the deficiencies, including replacement of parts, at the sole option of PNOC and without cost to PNOC

ABC=Php 89,888.04 (12 months)

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Item No.	Qty.	UM	Technical Specifications	Total Bid Price (₱)
1	1	lot	<p>CONTRACT OF SERVICES FOR THE PREVENTIVE MAINTENANCE OF CCTV SURVEILLANCE SYSTEM AT PNOC BLDG. 6, BLDG. 5, COMPUTER BLDG. AND COMPOUND PERIMETER</p> <p>Contract Duration: January 1, 2023 – December 31, 2023 (12) months</p> <p>(ABC: PhP 89,888.04)</p>	
Delivery Schedule:			Once (1) a month for Twelve (12) Consecutive Months	
Project location:			PNOC Compound, Energy Center, Rizal Drive, BGC, Taguig City	

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.

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 : _____

Organization Address : _____

Tel No. / Mobile No. and Email Address : _____