



**PHILIPPINE NATIONAL OIL COMPANY**

PNO Building VI, Energy Center  
Rizal Drive, BGC, Taguig City  
Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

**REQUEST FOR QUOTATION / PROPOSAL**

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **3 March 2023**  
Project Title : **Preventive Maintenance Services of CCTV at PNO-Industrial Park**  
Reference No. : **2023-03-087**  
ABC : **PhP 128,070.00**  
Submission Deadline: **14 March 2023 / 10:00 AM**  
Place of Delivery : **PNO-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan**

Accomplished Price Quotation/Proposal and Compliance Forms may be submitted through registered or electronic mail to the PNO Procurement Management Division at the above address or to [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph) and [procurement@pnoc.com.ph](mailto:procurement@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.

  
**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee



**PHILIPPINE NATIONAL OIL COMPANY**  
**Park Management Department**  
**PNOC Industrial Park Batangas II, Mariveles, Bataan**

**Project** : Preventive Maintenance of Closed Circuit Television (CCTV) system

**Justification** : To avoid extensive downtime during trouble shooting, ensure 24/7 operation of surveillance cameras, and enhance security measure at PNOC Industrial Park

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**I. SCOPE OF WORK:**

The contractor shall provide all necessary labor, tools, materials, equipment, supervision and technical expertise to implement and complete the "Preventive maintenance of fourteen (14) closed circuit television cameras including its cables (fiber optics, UTP), Network Video Recorder, Un-interruptible power supply (UPS), Power over Ethernet (POE) switches, Outdoor boxes and enclosures.

1. Provide maintenance program of the whole CCTV system for nine (9) months.
2. Conduct assessment and evaluation of the whole system
3. Perform preventive maintenance of the following equipment base on the schedule;
  - 14 CCTV cameras - 11 bullet type,3 PTZ
  - Network Video Recorder (NVR)
  - CCTV monitor
  - Un-interruptible power supply (UPS) – 6 units of 650 VA, 1 unit of 3 kVA
  - Power Over Ethernet (POE) switches
  - Outdoor boxes and enclosure.
4. Check recording and playback quality
5. Provide assessment and inspection report

**II. LABOR REQUIREMENTS:**

1. Contractor shall provide experience and qualified manpower capable of providing quality work.
2. Contractor shall provide a qualified Supervisor/Safety Officer present whenever work is being performed at the project site.
3. Contractor must have at least one (1) year experience in installation and preventive maintenance of CCTV system.

**III. MATERIAL REQUIREMENTS:**

1. The contractor shall provide the following primary materials and tools as follows:

### Materials

- Electrical tape
- RJ45 Connectors
- Fiber optic connectors (Lucent Connectors, Standard Connectors, Ferrule Core)

### Basic Tools

- Basic hand tools (pliers, flat and Philip screw, etc.)
- Vacuum cleaner
- Crimping tools/Fiber Optic fusion splicer
- Test instruments
- Cleaning materials (rugs, broom, dust pan, cleaning chemicals)

## **IV. PROJECT EXECUTION REQUIREMENTS:**

1. Contractor shall attend a scheduled kick-off meeting before the start of the project.
2. The contractor shall comply with the following requirements prior to execution of works:
  - a. PNOC Industrial Park Work Permit System; and
  - b. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer.

*Violating PNOC work permit process will be subject to a penalty of 1/10 of 1% of the total project cost.*
3. Contractor shall install caution signs and appropriate safety devices to protect all personnel working on the job site.
4. Check recording quality in day and night time modes of network video recorder (NVR).
5. Check primary power supply and back-up power supply of the system.
6. Clean the network video recorder and monitor using vacuum and/or blower.
7. Check system setting and update to latest software & firmware as needed.
8. Cleaning of outdoor box and enclosure.
9. Arrange wiring inside outdoor box.
10. Inspection of cables (fiber optics, Unshielded Twisted Pair)
11. Check condition of cable and connectors inside the outdoor box.
12. Repair/replace outdoor box lockset.
13. Cleaning of CCTV camera lenses and body using appropriate cleaning materials.
14. Adjust and refocus CCTV cameras for better camera view and video output.
15. Conduct minor repair such as replacement of damage fiber and UTP connector, restoration on components that require slight restoration and adjustment to restore/improve video output.
16. Contractor should submit detailed accomplishment report including its assessment on existing system duly signed by designated Supervisor.
17. Contractor shall conduct preventive maintenance program for nine (9) consecutive months.
18. Contractor is required to replace damage or defective device/parts using stock from PNOC.

19. Housekeeping and demobilization.

**V. GENERAL PROVISION:**

1. A joint inspection must be conducted by the Contractor and PNOC 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 involve in the work prior to commencement.
4. The contractor is required to coordinate all activities and work relative to the project with the PNOC 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 Industrial Park representative and complete the project by the completion date as indicated in the TOR.
6. 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.
7. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC, 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.

**VI. PROJECT DURATION**

Regular maintenance should be performed on a monthly basis base on approved maintenance plan.

Work should start from 8:00 AM – 5:00 PM weekdays and weekends including holidays

**NOTE:**

1. Delays due to work stoppage by PNOC shall not be counted against the set completion date.
2. Contractor should respond to on-site services with-in 24 hrs upon receipt of request for emergency repair

**VII. WARRANTY PROVISIONS**

The warranty shall be nine (9) months on parts and workmanship reckoned from the date of final turn-over and acceptance.

**VIII. DEFINITION OF SIMILAR PROJECTS**

A project that involves installation and preventive maintenance of CCTV system.

IX. ABC = Php 128,070.00  
 APP NO. : 23MO-06C12

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

ITEM NO.	QTY.	UM	TECHNICAL SPECIFICATIONS	TOTAL BID PRICE (₱)
1	1	lot	<p><b>PREVENTIVE MAINTENANCE SERVICES OF CLOSED CIRCUIT TELEVISION (CCTV) SYSTEM AT PNOC-INDUSTRIAL PARK</b>            Contract Duration: April 1 – December 31, 2023            Nine (9) months</p> <p>Pls. refer to attached terms of reference.</p> <p><b>(ABC: PhP 128,070.00)</b></p>	
Delivery Schedule:			Once (1) a month for Nine (9) Consecutive Months	
Project location:			PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan	

**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 : \_\_\_\_\_