



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC 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 : **June 8, 2023**  
Project Title : **2023 Internet / Leased Line Connection for PNOC Energy Supply Base**  
Reference No. : **2023-06-164**  
ABC : **PhP 300,000.00**  
Submission Deadline : **June 16, 2023 (10:00 AM)**

Accomplished **Price Quotation/Proposal and Compliance Forms** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [rqvergara@pnoc.com.ph](mailto:rqvergara@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

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

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.

Thank you.

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





## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### 2023 Internet / Leased Line Connection for PNOC Energy Supply Base

#### *TECHNICAL SPECIFICATIONS / SCOPE OF WORK*

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#### **JUSTIFICATION**

An Internet connection is an essential tool for the company's business operation providing a powerful medium for communication within PNOC and with the clients.

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#### **OBJECTIVES**

This Terms of Reference (TOR) aims to achieve the following:

- A. Provide the terms and conditions for the bidding contractors in Supply, Delivery and Installation of a dedicated 30 Mbps Leased Line Internet Service connection at the PNOC Energy Supply Base (ESB) in Maniaga, Mabini, Batangas.
- B. Set guidelines on the Financial and Technical aspects of the project

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#### **MANDATORY SUBMITTALS**

Bidders are expected to submit the following documents:

1. Technical Proposal which includes:
  - A. Company Information
  - B. Technical Specifications
    - 30 Mbps (or better) Dedicated Lease Line Internet connection
    - 99% Service Availability
    - Provide and activate at least eight (8) public Internet Protocol (IP) addresses
    - Detailed Work Plan
    - 24/7 Customer Support
    - Monitoring Tool
    - Business Continuity Plan
2. Financial Proposal for the 30 Mbps or better dedicated internet connection where the total budget for the project is at Php300,000.00 pro-rated subject to the start of the actual contract until December 31, 2023.
3. Copies of Client Satisfactory Certificates from at least three (3) clients each for the last three (3) years for similar contracts. Similar contract refers to the minimum bandwidth service specified in this project.

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#### **PROJECT GUIDELINES AND SPECIFICATIONS**

The Bidders are expected to submit a complete proposal that shall be in accordance with the detailed technical requirements. If the proposed bid does not comply with the specifications as written, the bidder shall attach to the proposal a complete detailed itemization and explanation for each and every deviation or variation from these specifications. Absence of any such itemization and explanation shall be understood to mean that the bidder failed to meet all details of these specifications.

The winning bidders delivering products or services pursuant to these specifications shall guarantee that they the meet specifications as set forth herein. If it is found that products or services delivered do not meet requirements of the specifications, the bidder concerned will be disqualified.

**1. Technical Proposal**

It is significant that the Internet Service Provider (ISP) of the proposed system solution has necessary experience and resources required to support PNOC’s current and future communications needs. The ISP is expected to submit a proposal which includes the following:

A. Company Information

- a) Brief overview of the company, including products and services offered, as well as a summary of company history describing how long it has been providing telecommunication solutions and its capability to configure, install, and support the proposed telecommunications solution, as well as its capacity to deliver maintenance services and technical support.
- b) Briefly describe local and remote technical support facilities in system administration, monitoring, operations, repair and maintenance, including the number of support personnel and training and dispatch methods and technician support tools.

B. Technical Specifications

Each bidder should adhere to the technical requirements stated below:

1) System Configuration

- i) The internet connection must be a **30Mbps (or better) Dedicated Leased Line Internet Connection wired link** from the ISP to PNOC ESB Administration Building with the following Quality of Service (QoS) parameters:

Parameters	Minimum QoS
1. Bandwidth Utilization/Throughput	<ul style="list-style-type: none"> <li>• 95% link(s) / route bandwidth utilization during peak hours (TCBH). If on any link(s)/route bandwidth utilization exceeds 90%, then network is considered to have congestion.</li> </ul>

Parameters	Minimum QoS
2. Broadband Connection Speed	<ul style="list-style-type: none"> <li>At least 80% (non-dedicated) and 95% (dedicated lines) speed of connection (up/down stream) from ISPs server to the subscriber shall be achieved fulltime (24/7). Connection speed must be measured from the ISP Provider's ONT (Optical Network Terminal) or CPE.</li> </ul>
3. Network Latency	<ul style="list-style-type: none"> <li>The round trip delay for traffic within the local broadband network from end-user to ISP should be less than 150 ms for 95% peak time</li> </ul>
4. Service Availability	<ul style="list-style-type: none"> <li>Greater than 99% of the time, network shall be available to the users.</li> </ul>

- ii) The Internet connection must have a Committed Information Rate (CIR) Ratio of 1:1 with at least 99% or better uptime service availability and both the download stream and upload stream is the same as specified at all times.
- iii) Provide and activate at least eight (8) public Internet Protocol (IP) addresses, grouped within the same subnet, for PNOC's public servers and other Internet device/hardware.
- iv) ISP must submit detailed work plan specifying installation design, detailed activities with timeline, connectivity diagram from end user premise up to the existing facility within the area and to determine compatibility with the existing systems and/or building electrical power requirements.
  - (1) Install and terminate block/box with lightning protection unit outside and within PNOC-ESB and premises necessary in establishing connectivity between ISPs network and the Network Terminal of the PNOC-ESB without extra cost to the PNOC.
  - (2) All significant settings and configurations of all devices such as CPEs (modems, routers, network adaptor, network access gateways, and the like) must be provided by the ISP to PNOC including settings and configurations for backup devices.
- v) Provide 24/7 basis hotline technical support assistance in troubleshooting issues affecting the internet connection.

- vi) Provide monitoring tool which should be available online that would show historical and real-time performance of the Internet service i.e. Multi Router Traffic Grapher (MRTG).
- vii) Submit a Business Continuity Plan (BCP) that would provide mitigation controls or action plan in the event a disaster would result the IPs or IP block a Distributed Denial of Service (DDoS) attack and accidentally tagged as SPAM hosts.

2) Technical Requirements and Evaluation Parameters

<b>Direct Internet Connection Parameter</b>	<b>Evaluation Parameter</b>
Setup dedicated direct internet connection with a minimum 30 Mbps at PNOC-ESB	At least CIR full bandwidth (1:1) 30 Mbps for PNOC-ESB
Assign Public Internet Protocol (IP) Addresses to PNOC-ESB	Provide and activate at least eight (8) public Internet Protocol (IP) addresses
Availability and Quality of Connection	Not less than 99% link uptime per month
Latency (Delay)	Not more than 80 milliseconds average round trip from end-user to ISP port Not more than 200 milliseconds average round trip from ISP to outside or international ISP port.
Provide monitoring tool for access/usage report of monthly utilization graphs (MRTG)	24/7 operational monitoring tool available online
Provide proactive notice of scheduled downtimes or service interruption	Not less than 7 days
ISP shall notify PNOC in writing prior to the required inspection/ testing of internet service	Must be received seven (7) days prior to testing
Provide detailed work plan	Detailed work plan timeline
Respond and Restore to Outages	4 Hour Meantime to Respond and 8 Hour Meantime to Restore

**2. Financial Proposal**

The Financial Proposal shall be for the 30 Mbps dedicated internet connection. It should be noted though that the total budget for the pro-rated subject to the start of the actual

contract until December 31, 2023., so that a bidder's proposal, to be considered, should not exceed the bidding price, inclusive of all costs, expenses, taxes, and charges.

The proposals should explain thoroughly and clearly the details of the bid pertaining to the following:

- Price for 30 Mbps or better internet connection;
- Installation, reconfiguration costs, equipment costs, maintenance costs, training costs, and civil works if any should be shouldered by the winning bidder;

### **3. Client Satisfactory Certificate**

**Should submit copies of Client Satisfactory Certificates from at least two (2) clients each for the last three (3) years for similar contracts. Similar contract refers to the minimum bandwidth service specified in this project.**

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## **SCOPE OF WORK**

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### **A. Pre-Installation**

Provide detailed work plan with timeline specifying installation design, detailed activities, and network diagram showing connectivity.

### **B. Actual Installation and Configuration of Internet connection**

1. Install, configure, and provide a guaranteed 30 Mbps or better bandwidth data line for internet access, to include the mounting and configuration of communication devices and other network devices to connect and enable the data link.
2. Subject the connection to a 24-hour Bit Error Rate (BER) test and submit to the MIS unit/Division for approval before proceeding with the installation.
3. Maintain a 24-hour fault management call center for trouble calls;
4. Provide tools/utilities to monitor bandwidth utilization;
5. Provide detailed report on every internet access related incident (downtime, slow/intermittent connection, etc.)
6. Single point of contact for sales, billing and support concerns;
7. All other activities and provision of required equipment that may be identified during the provision of internet service.
8. Provide all significant settings and configurations of devices.

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## **EVALUATION PROCESS AND CRITERIA**

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- A. The bidding shall follow the procedures prescribed in the Revised Implementing Rules and Regulations (RIRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act, which took effect 2 September 2009.
- B. The Technical Proposals will be evaluated by the PNOC Bids and Awards Committee, according to the technical requirements stated in part IV.A.
- C. The ISP should have sufficient experience and resources required to support PNOC ESB's current and future communications needs. The ISP must provide the following information:

1. Must be an ISP/Telco Company that has its own core data network running over its own domestic fiber optic backbone network.
2. Must have the capacity and ability to provide maintenance services and technical support.
3. Should submit copies of Client Satisfactory Certificates from at least two (2) clients each for the last three (3) years for similar contracts. Similar contract refers to the minimum bandwidth service specified in this project.

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## TERMS AND CONDITIONS

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- A. The Agreement shall take effect beginning the first monthly bill and may be terminated by either or both parties as provided therein subject to thirty (30) days' prior notification to the party concerned.
- B. The Agreement shall be pro-rated until December 31, 2023 and can be renewed at PNOC's option, subject to evaluation of performance and compliance with the policies of PNOC.
- C. The ISP shall secure all required permits and approvals. However, PNOC shall extend its assistance and will provide full support.
- D. The ISP shall complete the installation, configuration, testing and provisioning of facilities within thirty (30) days from receipt of Notice to Proceed (NTP).
- E. The ISP shall provide a 24/7 customer and technical support.
- F. The ISP shall provide a free usage and statistic online monitoring tool.
- G. The ISP shall provide PNOC incident reports for Internet outages.
- H. Either party may terminate the Agreement for the other party's breach or non-compliance of obligation by serving the latter a formal written notice thirty (30) days prior to the effective date of termination.
- I. The ISP shall abide by all the applicable safety procedures, policies and standards of PNOC when performing repairs, maintenance and/or installation(s) of equipment within the premises of work. Failure of the ISP to adhere to relevant safety practices shall result in stoppage of work. The ISP shall make the necessary correction(s) of the unsafe acts/practices to the satisfaction of PNOC before the work can be resumed.
- J. Should PNOC wish to upgrade or downgrade its connectivity to a higher or lower bandwidth, or lease additional capacities, the terms and conditions of the Agreement shall apply, provided that both parties have agreed in writing to the applicable charges for the upgraded or downgraded capacity, and provided further that applicable procurement rules and regulations are followed.
- K. The ISP of the proposed system solution should have sufficient experience and resources required to support PNOC's current and future communications needs.
- L. If the interruption is attributable to the ISP, as acknowledged by the ISP's Service Report, the ISP shall voluntarily make the appropriate "Rebate" to PNOC without the need to report or claim on the outage. The rebate shall be applied to the next billing month of which total outage shall be cumulatively computed for the month. Outage is considered due for rebates after 24 hours of continuous interruption. Rebate shall be computed using the following formula:

$$\text{Rebate} = \frac{\text{No. of Hours of Actual Outage (cumulative per month)}}{720 \text{ Hours}} \times \text{MRC}^*$$

\*MRC is Monthly Recurring Charges; 720 is constant (30 days x 24 hours)

### Approved Budget

The approved Budget for the Contract (ABC) is Three Hundred Thousand Pesos (Php 300,000.00), inclusive of all costs, expenses, taxes, and charges.

#	Item Description	Contract Duration	Rate per Month	Total
1	Internet / Leased Line Connection for PNOC Energy Supply Base, Mabini, Batangas	6 months		

### 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 : \_\_\_\_\_

## OMNIBUS SWORN STATEMENT

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. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a 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];

2. *[Select one, delete the other:]*

*[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;

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 there in 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 rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is 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;

*[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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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.

10. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PROCURING ENTITY notices may be transmitted.

Telephone No/s. : \_\_\_\_\_  
Fax No/s. : \_\_\_\_\_  
E-mail Add/s. : \_\_\_\_\_

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

11. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]

[Insert signatory's legal capacity]  
Affiant

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. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

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 \_\_\_\_\_