



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 : **27 November 2024**
Project Title : **Supply, Delivery, Installation and Configuration of Endpoint Protection / Antivirus Subscription**
Reference No. : **2024-11-199**
Total ABC : **PhP 800,000.00**
Submission Deadline : **05 December 2024 / 09:00 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; Password-protected PDF copy to email address:
or [**newprocurement@pnoc.com.ph**](mailto:newprocurement@pnoc.com.ph)

Physical Submission **Sealed envelope to PNOC Procurement Management Division at the above address**

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- 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)
- Price Quotation / Proposal and Compliance Form
- Brochure/Product Data Sheet

Additional Requirements:

- Proof that bidder must have completed, within the last three (3) years from the date of submission and receipt of at least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC; or the prospective bidder should have completed at least two (2) similar contracts, and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC, and the largest of these similar contracts must be equivalent to at least half of the fifty percent (50%) of the ABC as required.
- Certificate of Distributorship/Dealership/ Resellers of the product being offered, issued by the principal or manufacturer of the product (if the bidder is not the manufacturer). If not issued by the manufacturer, they must also submit a certification/document linking the bidder to the manufacturer.

- Warranty Certificate

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 Local 5129 or send email to newprocurement@pnoc.com.ph / ergenoso@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply, Delivery, Installation and Configuration of Endpoint Protection / Antivirus Subscription

ITEM NO.	UM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)
1	lic	Supply, Delivery, Installation, and Configuration of Endpoint Protection / Antivirus Subscription <i>(Please see below Terms of Reference)</i>	300		
Brand Offered:					
Total Amount of Bid:					
in figures:					
in words:					
Total amount of ABC: PhP 800,000.00					
Delivery Schedule:	Delivery within thirty (30) days of receipt of the Notice to Proceed.				
Delivery Place:	PNOC-Main Office, BGC, Taguig City				
	Quoted price should be VAT inclusive.				
	Awarding on per line item				

TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF ENDPOINT PROTECTION / ANTIVIRUS SUBSCRIPTION

I. BACKGROUND

The Philippine National Oil Company (PNOC) aims to secure its Endpoint Protection (Antivirus) subscription for fiscal years 2024-2026 to enhance endpoint security, protect against cybersecurity threats, ensure data integrity, and support uninterrupted business operations.

II. TECHNICAL SPECIFICATIONS

The vendor shall supply, deliver, install and configure 300 licenses of enterprise edition endpoint protection with:

Technical Specifications	Details
Quantity (nodes)	300
Operating Systems Supported	Clients: Workstation Operating System: Windows 7/10/11 (32-bit and 64-bit), Linux, MacOS Server: Windows (2008 and above) and Linux (any version)
Endpoint Security Solution	The solution should have protection that is based on signature scanning and heuristic analysis against viruses, ransomware, worms, Trojans, spyware, adware, keyloggers, rootkits and other types of malicious software.
Ransomware Protection	Dedicated engine for Ransomware detection and blocking. <ul style="list-style-type: none"> • Ransomware protection • Patented scanning and detection technology for virus and malwares. • Proactive, Heuristic, and Real-time Scanning Engine (file and mail) • Malicious Traffic Detection and Host Intrusion Prevention System • Domain and IP Reputation Check • Non-Intrusive Learning Pattern • Scheduled and On-demand Scanning • Configurable scanning priority (high, medium, and low) • Configurable to set background scanning • Customizable actions on malware of infected file (clean, quarantine, and delete) • Ability to block attachments on Instant Messengers •
Mail Anti-Virus & Anti-Spam Protection	Incoming and outgoing emails scanning for spam and phishing emails with artificial intelligence and machine learning support. <ul style="list-style-type: none"> • Scanning must cover standard and SSL mail ports.

	<ul style="list-style-type: none"> • Archival of Mail and Attachments with archived mail viewer. • Product should be able to take actions on malicious emails based on user-defined actions. • Customizable alert notifications for various level of events in like of virus outbreak and data theft. • Customizable actions for spam/phishing emails. • Able to tag spam mails in subject line with SPAM for considered spam mails. •
Web Protection	<ul style="list-style-type: none"> • Capable to allow and block URL or website access based on database of pre-defined category or end-user customized category • Allow and block URL or website access based on scheduled time • Product should be able to allow customized web security policies in per user and per group • Easy configuration for block all sites with allowed particular websites only • Anti-phishing filter for websites based in intelligent heuristics • Product should have cloud intelligence capabilities for understanding and blocking malicious URLs •
Device and Application Control	<ul style="list-style-type: none"> • Password protection for USB removable devices. • Password protection for the uninstallation of the endpoint security • Configurable to allow or block CD/DVD Drives, Web Cam, External Storage and any USB devices. • USB Vaccination Tool for USB Storage Devices. • Application Control: Whitelisting and blacklisting of application which are only allowed by the administrator. • Time-based Application Restriction. •
Privacy Protection and Maintenance	<ul style="list-style-type: none"> • Ability to clear the following: <ul style="list-style-type: none"> ○ Temporary internet and windows temporary files ○ Remove temp files, cookies, MRU lists from registry ○ Browser history based on a schedule ○ Clear cache, cookies, plugins ActiveX, and history on a schedule.
Rescue and Recovery Utilities	<ul style="list-style-type: none"> • Rescue Disc: Rescue mode boot option so that scanning is possible without loading the installed OS

	<ul style="list-style-type: none"> • Rescue USB: Linux-based Rescue USB for cleaning of rootkits and file infectors • Secure Delete: Functionality to delete a certain data marked by user in such way that any other 3rd party software's should not be able to recover it. • Backup tool with encryption functionality for additional security •
Unified Management Console	<ul style="list-style-type: none"> • Centrally managed server via Cloud console and on heterogeneous platform (Windows, Linux, & MacOS) • Real-time dashboard on the status of the endpoints (installed, updated, outdated and offline workstations) • Policy deployment based on per user and per group • Auto-grouping for managed workstations • QoS configuration for workstations • Role-based administrative access • One-time password facility for temporary administrator access with time duration settings. • Child server (branch update server) for the branches will download policies and updates from the central server and distribute to branch workstations to reduce bandwidth consumption. •
Reporting	<ul style="list-style-type: none"> • Monitors and logs printing task done by all managed computers • Monitors and logs the file activity of the managed computers. • Monitors and logs the session activity of the managed computers. • Ability to generate reports to *.html, *.xls, *.pdf. • Report Generation by weekly and monthly. •
Technical Support	<ul style="list-style-type: none"> • FREE Installation and Technical Training for 4 PNOc associates • 24/7 International Helpdesk Support (Phone, Chat, Remote Access, Forum, and E-mail) • 8/5 Remote technical assistance (Phone, Chat, Remote Access, and E-mail) •
Warranty	3 Years
Deliverables	<ul style="list-style-type: none"> • Three hundred (300) licenses of endpoint protection solutions valid for a three-years (3 years) subscription from the date of installation and deployment. • Provide a technical person to assist in uninstalling existing endpoint protection

	<p>solution and installing the proposed solution.</p> <ul style="list-style-type: none"> • Delivery within 30 days of receipt of the Notice to Proceed. • Provide technical training to MIS staff in administering the proposed endpoint protection solution. • Training must begin upon deployment within ten days of solution delivery and must be coordinated with MIS staff. •
Qualifications of the Supplier	<ul style="list-style-type: none"> • The supplier should be duly authorized to provide, sell, configure, and support the endpoint protection product it intends to offer. • The bidder must have completed, within the last three (3) years from the date of submission and receipt of at least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC; or the prospective bidder should have completed at least two (2) similar contracts, and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC, and the largest of these similar contracts must be equivalent to at least half of the fifty percent (50%) of the ABC as required. • The bidder shall submit a valid and current Certificate of Distributorship/Dealership/ Resellers of the product being offered, issued by the principal or manufacturer of the product (if the bidder is not the manufacturer). If not issued by the manufacturer, they must also submit a certification/document linking the bidder to the manufacturer.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is Php800,000.00, inclusive of all taxes and charges.

IV. Other Requirements

1. The winning bidder shall deliver the application directly to PNOC and shall open the boxes only at PNOC in the presence of a PNOC designated personnel. The exact delivery location within the PNOC building and the contact person (with contact details) shall be stated in the Purchase Order. The winning bidder shall bear the cost of shipment.
2. The winning bidder shall send the electronic copy of the application (if no physical copy is available) using their official email and will be send to the official PNOC email. Likewise, an instructional guide shall be provided if the electronic copy is to be downloaded from the official source of application.

3. PNOC shall not accept the delivery if the model is different from those specified in the proposal unless the delivered model has been proven to be of a higher model and value.

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 68 of the Revised IRR of RA 9184.

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.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

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 : _____

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 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 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. **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 _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address newprocurement@pnoc.com.ph **without giving the password yet.**

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_passwordprotected.pdf
Example: RFQ202401001_XYZCompany_passwordprotected.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 single 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 not password-protected and/or 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.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. 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.
7. 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.