



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 : **05 December 2025**
Project Title : **Repair of Closed-Circuit Television (CCTV) System**
Reference No. : **2025-12-217**
Total ABC : **PhP 150,000.00**
Submission Deadline : **16 December 2025 / 09:00 AM**
Place of Delivery : **PNOC-Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Portable Document Format (PDF) copy to email
or address: 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
- 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)

Additional Requirement:

- Proof of Contractor's experience of at least one (1) year working in installation and preventive maintenance of CCTV system

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 or send email to newprocurement@pnoc.com.ph / gsmendoza@pnoc.com.ph.

Thank you.


for: **ATTY. JOSEPHINE CASSANDRA J. CUI**
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Repair of Closed-Circuit Television (CCTV) System

LOT	UM	TECHNICAL SPECIFICATIONS	QTY	U/P	TOTAL AMOUNT
1	lot	Provision of labor, tools, materials, equipment, supervision and technical expertise to implement and complete the repair of Closed-Circuit Television (CCTV) system.			
		Breakdown of Cost:			
	pcs	4MP IP Camera	3		
	pc	Industrial POE Switch	1		
	mtr	Fiber Optic Cable	2000		
	lot	Consumables	1		
	lot	Mobilization/Demobilization/Repair	1		
		VAT (12%)			
		Grand Total (PhP)>>>			
Total amount of ABC: PhP150,000.00					
Total amount of Bid (VAT inclusive):					
Delivery Schedule: Twenty (20) Calendar Days upon receipt of Notice to Proceed					
Delivery Place: PNOC-Industrial Park, Batangas Dos, Mariveles, Bataan					
Pricing: Quoted price should be VAT inclusive					
Awarding: Per lot basis/one (1) lot					
Warranty: One (1) year on parts and workmanship					
Others: Please refer to attached Terms of Reference/Scope of Work)					



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

Project : Repair of Closed-Circuit Television (CCTV) System

Justification : Bring back to its operational status the 10 units of CCTV camera

I. SCOPE OF WORK:

The contractor shall provide all necessary labor, tools, materials, equipment, supervision and technical expertise to implement and complete the repair of Closed-Circuit Television (CCTV) system.

1. Supply and install of 3 unit new bullet type CCTV camera.
2. Supply and install of new ethernet and POE switch.

3. Supply and install new fiber optic cable.
4. Terminate and connect damage fiber optic cable.
5. Replace damage/defective switch using stock from PNOC
6. Install 7-unit camera using stock provided by PNOC
7. Cleaning and inspection of existing cameras
8. Cleaning and inspection of network video recorder
9. 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

- ☒ 4MP, high resolution network bullet camera varifocal motorized lens (IP67, IK10 rating 50IR) – 3 units
- ☒ Industrial ethernet switch (2 port POE, with 4 port SFP) – 1 piece
- ☒ Electrical tape – 1 lot
- ☒ RJ45 Connectors – 1 lot
- ☒ Fiber optic connectors (Lucent Connectors, Standard Connectors, Ferrule Core) – 1 lot
- ☒ Fiber optic cable (outdoor type, with massager wire, 2 core) – 2,000 meters
- ☒ 100x100x70mm Waterproof IP65 Terminal Junction – 14 pcs

Basic Tools

- ☒ Basic hand tools (pliers, flat and Philip screw, etc.)
- ☒ Vacuum cleaner
- ☒ Crimping tools
- ☒ Fiber Optic fusion splicer
- ☒ Test instruments for FOC line
- ☒ Cleaning materials

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. Contractor shall supply and install and focus the 3 bullet type cameras and 1 PTZ cameras based on the requirements of PNOC.
5. The contractor shall supply and install a new fiber optic cable to replace the existing one, which has been identified as damaged.
6. The Contractor shall install supplied ethernet switch and run the system.
7. The Contractor must do maintenance services for the system such as follows;
 - ☒ Cleaning the existing CCTV camera lenses and body using appropriate cleaning materials
 - ☒ Adjust and refocus CCTV cameras for better camera view and video output
 - ☒ Clean the network video recorder and monitor using vacuum and/or blower
 - ☒ Check recording quality in day and night time modes of network video recorder (NVR)
 - ☒ Check primary power supply and back-up power supply of the system
 - ☒ Check system setting and update to latest software & firmware as needed
 - ☒ Cleaning of outdoor box and enclosure
 - ☒ Arrange wiring inside outdoor box and provide proper tagging for easily identification
 - ☒ Check condition of cable and connectors inside the outdoor box
 - ☒ Repair/replace outdoor box lockset
8. Contractor should submit detailed after activity report including its assessment/recommendation on existing system duly signed by designated Supervisor.

9. Contractor is required to replace damage or defective device/parts using stock from PNOC.

10. 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 must conduct proper planning and safety orientation meeting with all personnel involved in the work prior to commencement.
3. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
4. 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.
5. 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.
6. 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

Project must be completed within twenty (20) calendar days reckoned from the date of receipt of the Notice to Proceed/ Purchase Order.

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

NOTE: Delays due to work stoppage by PNOC shall not be counted against the set completion date.

VII. WARRANTY PROVISIONS

The warranty shall be one (1) year on parts and workmanship reckoned from the date of final turned-over and acceptance.

VIII. DEFINITION OF SIMILAR PROJECTS

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

IX. ABC = Php 150,000.00

APP NO.: 25MO-08D

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 71.1.4 of RA 12009.

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 proposal/quotation submitted late or beyond deadline 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 : _____

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

1. Interested bidders must submit proposal/quotation in a single file portable document (PDF) format via email address newprocurement@pnoc.com.ph

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY_.pdf
Example: RFQ202401001_XYZCompany_.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 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 as requested.
5. 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.
6. 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.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[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 [Project Title].*
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.