



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 March 2026**
Project Title : **CCTV Maintenance Services – Bldgs. 6, 5 and Perimeter**
Reference No. : **2026-02-019**
Total ABC : **Php 276,000.00**
Submission Deadline : **17 March 2026 / 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; 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)
- Price Quotation/Proposal and Compliance Form

Additional Requirements:

- At least one (1) Certificate of Completion and/or Certificate of Acceptance for the Preventive Maintenance of Fiber and Wireless Network Closed-Circuit Television (CCTV) Systems.
- Certificate of Inspection

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.

ATTY. JOSEPHINE CASSANDRA J. CUI

Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

CCTV Maintenance Services – Bldgs. 5, 6 and Perimeter

LOT NO.	UM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID
1	LOT	Provision of labor and materials (accessories, tools, equipment etc.) necessary supervision and technical expertise to execute and complete the project – CCTV Maintenance Services at PNOC Bldgs. 5,6 and Perimeter (Please see attached Terms of Reference)	1	
Total amount of ABC: PhP276,000.00				
Total amount of Bid (VAT inclusive):				
Delivery Schedule: Quarterly Preventive Maintenance and On-Call Corrective Maintenance Services covering the contract period from: March 2026 to December 2026.				
Delivery Place: PNOC-Main Office, BGC, Taguig City				
Pricing: Quoted price should be VAT inclusive				

PHILIPPINE NATIONAL OIL COMPANY

PNOC Building 6, Energy Center,
Rizal Drive, BGC, Taguig City

TERMS OF REFERENCE

- Project:** CCTV Maintenance Services - Bldgs. 6, 5 and Perimeter
- Project Location:** Energy Center, Rizal Drive, BGC, Taguig
- Justification:** The procurement of CCTV Maintenance Services for PNOC Buildings 5, 6, and the perimeter is essential to ensure the continuous and reliable operation of the existing surveillance system. Regular maintenance helps prevent equipment failures, reduces system downtime, and ensures effective and uninterrupted security monitoring, thereby safeguarding PNOC personnel, facilities, and assets.

I. SCOPE OF WORK:

The Service Provider shall deliver Quarterly Preventive Maintenance and On-call Corrective Maintenance services for the PNOC Energy Center’s Closed-Circuit Television (CCTV) and supporting network systems. The scope covers inspection, testing, adjustment, and minor repair of all cameras, recording, monitoring, and network equipment listed below.

Equipment	Quantity	Location
8MP Bullet Network Cameras	23	Bldg. 6 Basement – 5 Bldg. 5 Entrance – 2 Bldg. 6 Genset Area – 1 Perimeter – 15

8MP IR Vari-Focal Dome WizSense Network Cameras	38	Building 6 : Basement – 1 Ground Floor to 7F Lobby – 14 Elevator – 2 Fire Exit (GF – 7F) – 7 Building 5: Basement – 2 Elevator – 2 Ground Floor to 5F Lobby – 10
WizSense Network PTZ Type Outdoor Cameras	5	Perimeter – 5
ANPR Bullet Type Outdoor Cameras	2	Main Entrance Gate – 2
32CH 8HDD 2U Network Video Recorder	4	Bldg. 6 6F
28-Port Gigabit Layer 2 Cloud Managed PoE Switch	2	Bldg. 6 6F
28-Port Cloud Managed Desktop Gigabit Switch with 24-Port POE	2	Bldg. 6 6F
10-Port Gigabit PoE Switch	8	Bldg. 6 6F
8-Port Gigabit PoE Switch	7	Bldg. 6 6F
Network Video Decoder Control Keyboard	1	Bldg. 6 6F
Elevator Wireless Bridge	2	Bldg.6 Elevator
LiteBeam Network Interfaces (1 × 10/100/1000 Ethernet Port)	10	Bldg. 5 Elevator – 2 Bldg. 5 Roof deck – 1 Perimeter – 7
Power Beam Antenna	4	Bldg. 6 Roof deck – 1 Bldg.5 Roof deck – 2 Water tank – 1
65" LED Smart Monitor	4	Bldg. 6 6F
Desktop 23.8" FHD. Intel Core I5-1240P, 4GB RAM, 256 SSD +1TB HDD, Intel Iris XE Graphics, Windows 11	1	Bldg. 6 6F
6-Bay NAS Disk Station	1	Bldg. 6 6F
5kVA UPS	1	Bldg. 6 6F
42U Data Cabinet	1	Bldg. 6 6F
18U Cabinet	1	Bldg. 6 6F
12U Cabinet	1	Bldg. 6 6F
NEMA 3R CCTV Metal Pull box	8	Perimeter – 7 Bldg. 5 machine room – 1

A. Preventive Maintenance

The Service Provider shall perform quarterly preventive maintenance on all CCTV, recording, monitoring, network, wireless, power, and enclosure equipment listed, which shall include but not be limited to the following:

1. Inspect, clean, and test all bullet, dome, PTZ, and ANPR cameras, including lenses, domes, housings, and protective enclosures.
2. Verify camera alignment, focus, zoom, field of view, infrared and night vision functions, and ensure proper operation of PTZ movements and pre-sets.
3. Confirm accurate positioning and recognition performance of ANPR cameras.
4. Check and secure camera mounts, brackets and support structures.
5. Inspect and test all Network Video Recorders (NVRs), NAS disk station, monitors, desktop workstation, and control keyboard.
6. Verify live viewing, recording schedules, playback, storage capacity, and system synchronization.
7. Check for firmware or configuration issues affecting system performance.
8. Inspect and test all PoE switches, network switches, elevator wireless bridges, LiteBeam network interfaces, and PowerBeam antennas.
9. Verify network connectivity, signal strength, bandwidth stability, and proper power delivery to cameras and devices. Check cable terminations and ports for defects or looseness.
10. Inspect the 5kVA UPS for proper operation, battery condition, alarms, and load status.
11. Check all data cabinets (42U, 18U, and 12U) and NEMA 3R metal pull boxes for cleanliness, ventilation, security, and physical integrity. Ensure proper cable management and grounding.
12. Perform minor adjustments, tightening, cleaning, and configuration corrections as necessary to maintain optimal system performance and prevent equipment failure.

B. On-Call Corrective Maintenance

The Service Provider shall provide on-call corrective maintenance services for all equipment listed and shall perform the following as needed:

1. Respond within six (6) hours after informing (call or message) the Service Provider to report CCTV system issues, including camera downtime, recording failure, network disconnection, wireless link instability, monitor malfunction, or power-related alarms.
2. Troubleshoot and diagnose faults affecting cameras, NVRs, storage, network switches, or wireless links.
3. Perform necessary troubleshooting, reconfiguration, resetting, alignment, minor repairs, or replacement of defective accessories (excluding major parts replacement unless authorized) to restore normal system operation.
4. Re-establish network and wireless connectivity and verify proper recording and monitoring after corrective action.
5. Coordinate with PNOG General Services Department (GSD) personnel during corrective maintenance activities, especially for critical or perimeter-related issues. Confirm system functionality after repair and document all actions taken, resolution time, and equipment status.

II. LABOR REQUIREMENTS:

1. At least one (1) on-call technician shall be readily available during working hours and be capable of responding within six (6) hours as above mentioned to reported CCTV system issues or downtime.
2. Assigned technicians shall coordinate closely with PNOC GSD personnel prior to and during maintenance activities.
3. All personnel shall strictly comply with PNOC's security, safety, and access protocols, including permit to work and use of required personal protective equipment.
4. The Service Provider shall submit at least one (1) Certificate of Completion or Certificate of Acceptance for the preventive maintenance of fiber and wireless network CCTV systems.

III. REPORTING AND DOCUMENTATION:

1. The Service Provider shall submit a Quarterly Preventive Maintenance Report indicating the equipment inspected and serviced, findings and observations, maintenance actions and adjustments performed, and confirmation that all cameras and related system components are fully operational.
2. An On-Call Corrective Maintenance Report shall be submitted for every corrective service rendered, stating the date and time of the reported issue, description of the problem, troubleshooting and corrective actions taken, date and time of resolution, and the operational status of the affected equipment after repair.
3. All required reports shall be submitted to the PNOC GSD in hard copy and/or electronic format, as may be required, within the prescribed reporting period.

IV. COMPLETION OF WORK

1. The provision of Quarterly Preventive Maintenance and On-call Corrective Maintenance services shall cover the contract period from March 2026 to December 2026.
2. Services shall be performed in a manner that ensures the continuous, reliable, and safe operation of the CCTV system throughout the contract period.

V. ABC = PHP 276,000.00 (inclusive of all taxes – 12%)

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.

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 password-protected 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.