



**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 : **October 20, 2022**  
Project Title : **2023 Web Hosting and Maintenance for Document Tracking System**  
Reference No. : **2023-EPA-008**  
Total ABC : **PhP239,000.00**  
Submission Deadline: **November 2, 2022 / 5:00 PM**  
Delivery Location : **PNOC Building 6, Energy Center, Rizal Drive, BGC Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** 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 [cdbbool@pnoc.com.ph](mailto:cdbbool@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)
- Omnibus Sworn Statement (Unnotarized) copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before 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. This is part of the Early Procurement Activities of PNOC through the 2023 National Expenditure Program.

Thank you.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee 

## PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

### 2023 WEB HOSTING AND MAINTENANCE FOR DOCUMENT TRACKING SYSTEM

#### Terms and Conditions:

1. The coverage/scope of work shall include the following:
  - a. Supply of services for web hosting and maintenance of document tracking system of PNOC at Fort Bonifacio, Taguig City
2. Requirements
  - a. Contractor/Agency must have at least 5 years in operation
  - b. Contractor shall submit an after-service report indicating measures taken, materials used, findings and recommendation

#### Scope of Works/Duties and Responsibilities

The website maintenance activities need to cover hosting, backup and maintenance services.

WEB MAINTENANCE PACKAGE	WEB HOSTING PLAN
Unlimited Request	Unlimited Websites
System Maintenance – fixing fixture bugs and errors	Unlimited Space
Minor System Feature Customization	Unlimited Bandwidth
Malware Cleanup	1000 Email Accounts <sup>2</sup>
Monthly Backup	Unlimited MySQL Database (1GB each)
2-3 Hours Response Time	2X Processing Power and Memory
	Free Premium DNS, SSL, Certification with Fixed IP Address

#### Requirements:

- iGov compliant under AO 39 s.2013 issued by President Benigno Aquino III
- VAS licensed by NTC (National Telecommunication Commission)
- Certified Website Vulnerability Partner given by Acunetix

Item No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	<b>2023 Web Hosting and Maintenance for Document Tracking System</b> (ABC: PhP239,000.00)	1	
Contract Duration:		January 1, 2023 – December 31, 2023		

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