



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 : **23 April 2024**
Project Title : **Supply, Delivery, Installation and Implementation of Time and Attendance Monitoring System with Three (3) Biometric Devices (Facial Recognition and Finger Scan)**
Reference No. : **2024-04-025**
Total ABC : **PhP 800,000.00**
Submission Deadline : **02 May 2024 / 9:00 AM**

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:**
newprocurement@pnoc.com.ph

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

Documentary Requirements:

- Signed Price Quotation / Proposal and Compliance Form
- 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 the award or before the payment)
- Latest Income / Business Tax Returns
- Brochure

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 / rqvergara@pnoc.com.ph.

Thank you.


Signature Redacted*

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

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PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply, Delivery, Installation and Implementation of Time and Attendance Monitoring System with Three (3) Biometric Devices (Facial Recognition and Finger Scan)

LOT NO.	UOM	DESCRIPTION	QTY	UNIT COST (₱)	TOTAL AMOUNT (₱)
1	set	Time Attendance Device - Face Recognition and Finger Scan With: a) Power Supply b) Uninterruptible Power Supply c) Accessories / materials for installation	3		
	lot	Software	1		
	lot	Installation	1		
TOTAL > > >				₱	
Total amount of ABC: PhP 800,000.00					
Delivery Schedule:		Within Fifteen (15) Calendar Days upon receipt of Purchase Order (PO)			
Delivery Place:		- PNOC Head Office, BGC, Taguig City - Energy Supply Base, Mabini, Batangas - Industrial Park, Mariveles, Bataan			

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

The supplier must comply the Scope of Work for the Supply, Delivery, Installation and implementation of the following:

1. Automated Time and Attendance Monitoring System (refer to the attached detailed requirements)
2. System implementation and customization based on the requirements
3. Delivery and installation of hardware (3 units biometrics with built-in camera, 3 units Uninterruptible Power Supply) and other accessories such as cable, etc. necessary to connect to the PC Workstation at the following locations:
 - a) PNOC Head Office, BGC, Taguig City
 - b) PNOC Energy Supply Base, Mabini, Batangas
 - c) PNOC Industrial Park, Mariveles, Bataan

Note: PC Workstation will be provided by PNOC

4. Conduct training which includes Users Training and Database Administration Training
5. Formulate a User's Quick Guide and Database Administration Training Guide
6. Must conduct ocular inspection of the site. Certificate of Inspection will be issued by the proponent
7. Must submit implementation plan
8. Warranty: O n e (1) year
9. Aftersales Technical Support thru phone, email, or direct messages within or after the period of warranty. On-site support within 3 months after implementation

10. Project Duration: within 45 days from receipt of Notice to Proceed

11. Payment Terms:

- Hardware - full payment after inspection and acceptance
- Software (System) - 70% after completion of testing and conduct of training, 30% after final acceptance

HARDWARE SPECIFICATIONS:

- Time Attendance device based on Android 6.1 Oreo
- Facial Recognition must be AI
- Dual Core 1.8 GHz and Quad Core 1.4 GHz with 2GB RAM + 16gb Flash
- Anti-spoofing technology (live face detection)
- Non-face-to-face enrollment support
- IP65, Dust & Water Proof
- At least 7" IPS color LCD with capacitive touch screen
- TCP/IP, USB, Tamper-Proof
- Intuitive Graphical User Interface (GUI) System
- At least 50,000 Face (1:N)
- Matching Technology Combines the IR and Visual face recognition
- False Acceptance Rate (FAR) of 1 in 10 Billion
- 50K Image Logs
- 5M Transactions
- Supports Auto-Retention
- RoHS Restriction of Hazardous Substances
- FBI PIV
- modules used in identity verification and authentication systems
- FBI FAP20
- IEEE 802.3/802.3u Ethernet Standards
- Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) - (EC No. 1907/2006)
- The Waste Electrical and Electronic Equipment (WEEE) - Directive 2012/19/EU
- ANSI / IEC60529 – Degrees of Protection Provided by Enclosures
- International Electrotechnical Commission (IEC) – Ingress Protection Rating IP65
- Multiple Authentication: Face + Fingerprint (Optional Card)
- Fingerprint Sensor Certificates: FBI PIV and FBI Mobile ID FAP20
- Fingerprint Template ISO 19794-2 / ANSI 378
- The biometric reader and ("reader/controller") shall be an IP-enabled device capable of scanning faces, fingerprints (optional), RFID cards, and mobile access cards, managing users and controlling access (Pertaining to Software).
- Must have an available API for future integration.
- Must have included Power Supply 24VDC, 2.5A with Battery Charger
- Must include at least 650VA UPS

SOFTWARE SPECIFICATIONS:

1.1. Definition of reference files

1.1.1 Basic employee data, to be inputted or uploaded using txt file or Active Directory CSV only:

- ID number
- Last name, first name, middle name (1 text box or add custom field)
- Position title (custom field)
- Employment status (permanent, temporary, contractual, coterminous, job order (JO), contract of service (COS); presidential appointee) (custom field)
- Shift for Regular Employees (full-flexi)
Time in – 7:00 am to 9:00 a.m. Mondays to Fridays
Time out – 4:00 pm – 6:00 pm Mondays to Fridays

Shift for Regular Employees with Night Shift Duty (customizable according to work schedule).

- Department/Office
- Sex (custom field)
- Date of birth (custom field)
- First day – what status (original or transferee) (custom field)

1.2 Guidelines on enrollment and actual use of machine

1.2.1 All employees except the President, shall be enrolled in the time monitoring machine.

1.2.2 Initial enrollment of current employees shall be performed by the designated end-user personnel, through the assistance of the service provider;

- The enrollment shall be done concurrently in the PNOG Head Office, ESB in Batangas and PIP Bataan on a specific appointed date;
- Employees shall be enrolled in one specific biometrics machine;
- Employees can log in and out in one specific biometrics machine;
- Subsequent enrollments shall be done by the designated end-user personnel, without the assistance of the service provider.
- Remote support (limited) is free of charge

1.2.3 Thumb, point and middle finger of both hands (a total of six (6) fingers) of each employee shall be enrolled in the system.

1.2.4 Facial recognition

1.2.5 Flexibility of changing the employment status, position title, and/or department, etc. (refer to item 1.1.1) of enrolled employees

1.3 *Reports to be produced*

Kindly refer to the attached actual forms, which reflect the minimum required data fields/formats. All forms should be able to saved in excel or txt format.

Report No.	Report Type	Other Particulars
Form 1	Daily Time Record	<ul style="list-style-type: none"> • Status of the employee on regular workdays, whether he is absent, on leave, or on official business; work-from-home (WFH) • Holidays should be classified as regular or special; and • If the work is suspended, reason for the suspension can be stated in the form, i.e typhoon, transport strike, etc.)

1.4 Other Statistical Reports

Other reports that must be able to be translated in excel format:

1.4.1 Reports based on specific demographics/established references/parameters such as:

- List of employees per Department with Absence without Pay (AWOL) for specific period;
- List of holidays and days of work suspensions;
- List of employees who are on official business for a specific period; and
- List of employees who monetized their leave credits in a given year.

1.5 Other requirements:

1.5.1 Assignment of Time and Attendance Monitoring Manager (TAMM) and a counterpart to monitor and coordinate with the End-User Unit and the Management Information System personnel on any issues encountered.

1.5.2 System must be multi-user with unique password as follows:

- Ten (10) System Administrators from the End-User Unit;
- Regular employees as basic users (ensuring that basic users shall not have access to restricted data and reports).

1.5.3 Images can be viewed to validate an employee's unrecognized log by keying in the employee's ID number of the last name registered in the system.

1.5.4 Captured images/pictures can be deleted individually or as a group after a thorough validation of unrecognized entries and production of a completed DTR.

1.5.5 Data can be backed-up and restored.

1.5.6 A verifiable audit trail. Corrections to timekeeping records (manual interventions) documented. The report shall include details such as the modification date, entries, name of user, reasons for change.

2.0 BASIC REQUIREMENTS

2.1 Working schedule based on flextime

2.1.1 Regular days of the week (Monday – Friday): 7:00 am to 6:00 pm

2.1.2 Offsite (ESB and PIP) – shifting and rotating schedule (24/7)

2.2 Working Hours

An employee who reported for a minimum of two (2) hours per day shall be considered present.

2.3 Lunch Break

12:00 noon to 1:00 pm (no need to log in and log out) (for PNOG Head Office only)

2.4 Assist in Data migration from existing Time Keeping System to the new system.

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.

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. [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 _____, 2024 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.

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 PNOG.