

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply, Delivery, Installation, Integration and Configuration of CCTV System** in accordance with **Section 34** of the revised Implementing Rules and Regulations of Republic Act of 12009.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 15, 2026 at 10:00AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized)* ITR Updated and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1711 or email address at bac@sbcorp.gov.ph


ROWENA G. BETIA
BAC Chairperson 

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

**Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
 - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*

b. Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed) TERMS OF REFERENCE	REMARKS
<p style="text-align: center;">SUPPLY, DELIVERY, INSTALLATION, INTEGRATION AND CONFIGURATION OF CCTV SYSTEM</p> <hr/> <p>I. OBJECTIVE</p> <p>This project aims to enhance Small Business Corporation’s security infrastructure through the installation of a CCTV system to ensure effective monitoring of premises, protection of personnel and assets, deterrence of unauthorized activities, and availability of video records for investigation and compliance purposes.</p> <p>II. SCOPE OF WORK</p> <p>The Contractor shall undertake the supply, delivery, installation, configuration, integration, testing, commissioning, and turnover of CCTV systems at the following locations:</p> <ul style="list-style-type: none"> • SB Corp Head Office (18th and 19th Floors) • SB Corp Warehouse, Muntinlupa • SB Corp Office at Lepanto Building (SLG and CLG) <p>The Contractor shall provide all necessary materials, labor, tools, equipment, and technical expertise to complete the project.</p> <p>III. MINIMUM TECHNICAL SPECIFICATIONS</p> <p>The Contractor shall supply CCTV system components meeting the following minimum technical specifications:</p> <p>A. SBC Head Office</p> <p>1) 32-channel Network Video Recorder – 1 Unit (Upgrade/Replacement)</p> <ul style="list-style-type: none"> • Brand new unit • Up to 32-ch IP camera inputs, plug & play with 16 Power- 	<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i></p>

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

Over Ethernet (PoE) Interfaces

- H.265+/H.265/H.264+/H.264 video formats
- Up to 2-ch@12 MP or 3-ch@8 MP or 6-ch@4 MP or 12-ch@1080p decoding capacity
- Up to 256 Mbps incoming bandwidth
- Adopt Hikvision Acusense technology to minimize manual effort and security costs
- 4 SATA interfaces
- Up to 12TB capacity for each HDD
- **Includes four (4) units of 12TB or a total of 48TB HDD fully installed and integrated with the NVR upon delivery**
- 2 RS-485 (half-duplex), 1 RS-232
- AI by Device: Facial recognition, perimeter protection, motion detection 2.0
- AI by Camera: Facial recognition, perimeter protection, throwing objects from building, motion detection 2.0, ANPR, VCA
- 16 independent PoE network interfaces
- 1 self-adaptive 10/100/1000 Mbps Ethernet interface
- Hik-Connect for easy network management
- **Must be compatible with existing Hikvision cameras**

2) 4MP Fixed Dome Network Camera – 4 Units

- Brand new
- Image Sensor: 1/3" Progressive Scan CMOS
- Max. Resolution: 2560 × 1440
- Min. Illumination: Color: 0.0005 Lux @ (F1.0, AGC ON), 0 Lux with light
- Shutter Time: 1 s to 1/100,000 s
- Day & Night: IR cut filter
- Angle Adjustment: Pan: 0° to 355°, tilt: 0° to 75°, rotate:

0° to 355°

- High quality imaging with 4MP resolution
- Smart Hybrid Light: advanced technology with long range
- Efficient H.265+ compression technology
- F: On-board storage with SD card up to 512 GB
- Built-in microphone for real-time audio security
- Water and dust resistant (IP67) and vandal resistant (IK08)
- **Must be compatible with Hikvision NVR**

3) Cabling Materials (PVC Pipe Fittings) – 1 Lot

4) Labor for layout of PVC Pipes and Cable pulling, Configuration, Testing and Commissioning – 1 Lot

B. SLG and CLG office at Lepanto Bldg.

1) 8-channel NVR – 1 Unit

- Brand new
- Up to 8-ch IP camera inputs, plug & play with 8 Power-Over Ethernet (PoE) interfaces
- H.265+/H.265/H.264+/H.264 video formats
- Up to 2-ch@12 MP or 3-ch@8 MP or 6-ch@4 MP or 12-ch@1080p decoding capacity
- Up to 80 Mbps incoming bandwidth
- Adopt Hikvision Acusense technology to minimize manual effort and security costs
- SATA: 2 SATA interfaces
- Capacity: Up to 10 TB capacity for each HDD
- USB Interface: Front panel: 1 × USB 2.0; Rear panel: 1 × USB 2.0
- Alarm In/Out: 4/1

- AI by Device: Facial recognition, perimeter protection, motion detection 2.0
- AI by Camera: Facial recognition, perimeter protection, throwing objects from building, motion detection 2.0, ANPR, VCA
- 8 independent PoE network interfaces
- 1 self-adaptive 10/100/1000 Mbps Ethernet interface
- With easy network management

2) 4MP Fixed Dome Network Camera – 6 Units

- Brand new
- Image Sensor: 1/3" Progressive Scan CMOS
- Max. Resolution: 2560 × 1440
- Min. Illumination: Color: 0.0005 Lux @ (F1.0, AGC ON), 0 Lux with light
- Shutter Time: 1 s to 1/100,000 s
- Day & Night: IR cut filter
- Angle Adjustment: Pan: 0° to 355°, tilt: 0° to 75°, rotate: 0° to 355°
- High quality imaging with 4MP resolution
- Smart Hybrid Light: advanced technology with long range
- Efficient H.265+ compression technolog
- F: On-board storage with SD card up to 512 GB
- Built-in microphone for real-time audio security
- Water and dust resistant (IP67) and vandal resistant (IK08)
- Up to 8TB capacity for each HDD
- Includes one (1) unit of 8TB HDD fully installed and integrated with the NVR upon delivery

3) Cabling Materials (PVC Pipe Fittings) – 1 Lot

- 4) Labor for layout of PVC Pipes and Cable pulling, Configuration, Testing and Commissioning – 1 Lot

C. Muntinlupa Warehouse

1) 8-channel NVR – 1 Unit

- Brand new
- Up to 8-ch IP camera inputs, plug & play with 8 Power-Over Ethernet (PoE) interfaces
- H.265+/H.265/H.264+/H.264 video formats
- Up to 2-ch@12 MP or 3-ch@8 MP or 6-ch@4 MP or 12-ch@1080p decoding capacity
- Up to 80 Mbps incoming bandwidth
- Adopt Hikvision Acusense technology to minimize manual effort and security costs
- SATA: 2 SATA interfaces
- Capacity: Up to 10 TB capacity for each HDD
- USB Interface: Front panel: 1 × USB 2.0; Rear panel: 1 × USB 2.0
- Alarm In/Out: 4/1
- AI by Device: Facial recognition, perimeter protection, motion detection 2.0
- AI by Camera: Facial recognition, perimeter protection, throwing objects from building, motion detection 2.0, ANPR, VCA
- 8 independent PoE network interfaces
- 1 self-adaptive 10/100/1000 Mbps Ethernet interface
- With easy network management

2) 4MP Fixed Dome Network Camera – 4 Units

- Brand new
- Image Sensor: 1/3" Progressive Scan CMOS

- Max. Resolution: 2560 x 1440
- Min. Illumination: Color: 0.0005 Lux @ (F1.0, AGC ON), 0 Lux with light
- Shutter Time: 1 s to 1/100,000 s
- Day & Night: IR cut filter
- Angle Adjustment: Pan: 0° to 355°, tilt: 0° to 75°, rotate: 0° to 355°
- High quality imaging with 4MP resolution
- Smart Hybrid Light: advanced technology with long range
- Efficient H.265+ compression technology
- F: On-board storage with SD card up to 512 GB
- Built-in microphone for real-time audio security
- Water and dust resistant (IP67) and vandal resistant (IK08)
- Up to 8TB capacity for each HDD
- Includes one (1) unit of 8TB HDD fully installed and integrated with the NVR upon delivery

3) Cabling Materials (PVC Pipe Fittings) – 1 Lot

4) Labor for layout of PVC Pipes and Cable pulling, Configuration, Testing and Commissioning – 1 Lot

Note:

- All UTP cable, pipes and other materials needed for the installation of NVR and CCTV are included in the project, and all works must be done in accordance with the standard building code.
- Reconfiguration of all (16 units) existing CCTV cameras for the new NVR and testing are also included in this project.

IV. DELIVERY ADDRESS

All CCTV equipment and components shall be delivered, installed, configured, and commissioned at the designated project sites listed below. The Contractor shall ensure proper coordination with SB

Corp representatives to facilitate timely and orderly delivery and installation at each location.

<i>SBC Group</i>	<i>Delivery Address</i>	<i>No. of Camera Units</i>	<i>No. of NVR</i>
Head Office	19F (Unit 1904) and 18 th Floor, 139 Corporate Center, Valero Street, Salcedo Village, Bel-Air, Makati City, Metro Manila	4	1
Muntinlupa Warehouse	No.15 South Ave., Embassy Village, Brgy. Cupang, Muntinlupa City.	4	1
SLG and CLG	3 rd Floor, unit 3B, Lepanto Building, Salcedo Village, Makati City	6	1

V. APPROVE BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Five Hundred Thousand Pesos (PhP 500,000.00)**, inclusive of all applicable taxes and charges.

CONTRACT DURATION

The project shall be completed within **thirty (30) calendar days** from receipt of the Notice to Proceed (NTP).

VII. DELIVERABLES

The Contractor shall deliver the following:

1. Complete CCTV system (NVR, cameras, HDDs, and accessories)
2. Installed and fully configured system
3. Integrated existing sixteen (16) CCTV cameras with the new system
4. Tested and commissioned CCTV system

5. Conduct of user training or seminar for concerned SB Corp personnel, if necessary

VIII. WARRANTY

- Minimum one (1) year warranty on all equipment and workmanship
- Free repair/replacement of defective components during warranty period
- Technical support with:
 - 24-hour response time
 - 72-hour resolution time

IX. INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be conducted by SB Corp upon:

- Full delivery and installation
- Successful testing and commissioning
- Completion of integration and configuration
- Submission of complete deliverables

A Certificate of Completion and Acceptance shall be issued upon satisfactory compliance.

X. TERMS OF PAYMENT

Payment shall be made upon full completion and acceptance of the project, subject to submission of the following:

- Sales Invoice/Official Receipt
- Delivery Receipts
- Letter Request for Payment
- Certificate of Completion and Acceptance
- Other documents as may be required

<p>XI. ELIGIBILITY AND DOCUMENTARY REQUIREMENTS</p> <p>Interested bidders should submit valid and updated copies of the following documents:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. BIR Certificate of Registration (BIR Form 2303) 3. PhilGEPS Registration Certificate 4. Notarized Omnibus Sworn Statement <ul style="list-style-type: none"> o With Secretary's Certificate if the entity is a corporation, partnership, or cooperative; or o With Special Power of Attorney if a single proprietorship or joint venture and the signatory is not the registered owner. <p>XII. LIQUIDATED DAMAGES</p> <p>In case of delay, SB Corp shall impose liquidated damages equivalent to one-tenth (1/10) of one percent (1%) of the cost of delayed goods/services for every day of delay until such goods/services are finally delivered and accepted by SB Corp, in accordance with the Section 71.1.4 of the IRR of RA 12009.</p> <p>Once liquidated damages reach ten percent (10%) of the total contract price, SB Corp may rescind the contract and impose appropriate sanctions above the liquidated damages to be paid.</p>	
DELIVERY REQUIREMENT	
a) 1 lot	
b) 17th Flr., 139 Corporate Center, 139, Valero St., Salcedo Village, Makati City	
c) within one (1) month or four (4) weeks from receipt of the Notice to Proceed (NTP)	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
Php 500,000.00 VAT Inclusive			In words _____
			In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____