

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 **Structured Cabling for South Luzon Group and Special Project Unit New Office** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

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 **January 23, 2026 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement*, 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 1734 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*

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

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 Structured Cabling for South Luzon Group and Special Project Unit New Office	REMARKS <i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i>									
<p>I. OBJECTIVES</p> <p>The project aims to implement structured cabling at SLG and SPU new office located at Lepanto Building, Paseo De Roxas.</p> <p>II. SCOPES OF WORK</p> <p>The project calls for the supply, delivery, installation, testing and commissioning of any and all materials, equipment, accessories, appliances, systems, or components, necessary for the implementation of the Structured Cabling for SLG and SPU new office, as indicated under <i>III. TECHNICAL SPECIFICATIONS</i>.</p> <p>III. TECHNICAL SPECIFICATIONS</p> <table border="1" style="width: 100%;"> <tr> <td rowspan="8" style="vertical-align: top;"> STRUCTURED CABLING For SLG and SPU new office </td> <td>Nodes: 72</td> </tr> <tr> <td>Category 6 UTP Cable</td> </tr> <tr> <td>UTP cable color: White</td> </tr> <tr> <td>Faceplate with RJ45 LAN port per workstation</td> </tr> <tr> <td>Three-meter patch cord per workstation</td> </tr> <tr> <td>Patch cords for patch panel connection to the switch</td> </tr> <tr> <td>Fifteen (15) pcs of 3-meter patch cord as spares</td> </tr> <tr> <td>Switch Rack (wall mount) that can accommodate the number of nodes, patch panels, one (1) unit 2U UPS, two (2) 1U network switches and one (1) unit 1U firewall appliance</td> </tr> </table>		STRUCTURED CABLING For SLG and SPU new office	Nodes: 72	Category 6 UTP Cable	UTP cable color: White	Faceplate with RJ45 LAN port per workstation	Three-meter patch cord per workstation	Patch cords for patch panel connection to the switch	Fifteen (15) pcs of 3-meter patch cord as spares	Switch Rack (wall mount) that can accommodate the number of nodes, patch panels, one (1) unit 2U UPS, two (2) 1U network switches and one (1) unit 1U firewall appliance
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	<p>Uninterruptible Power Supply 1.5KVA with surge protection and railing/rack mount</p> <p>Conduit must be Electrical Metallic Tubing (EMT)</p> <p>Support materials and accessories must be in accordance with the latest building renovation guidelines issued by the building administration.</p> <p>Tagging and labelling per cable, patch panel port and workstation faceplate.</p> <p>Documentation, including proposed plan reflected on the floor plan and As-Built Drawing.</p> <p>Two (2) pcs. patch panel (1RU each patch panel, 48 ports per panel).</p> <p>Two (2) pcs cable manager</p> <p>Mounting accessories (e.g., nuts and bolts) for patch panels and cable managers</p>	<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i></p>
WARRANTY	<p>Minimum one-year warranty on cables, accessories and workmanship</p>	
OTHER REQUIREMENTS	<p>Bidder-Contractor must coordinate with the building administration and comply with all the requirements for the project (e.g., technical plans, drawings, permits), on behalf of SB Corp.</p> <p>Bidder-Contractor must comply with the renovation guidelines issued by the building administration.</p> <p>Bidder-Contractor must provide documentations such as the proposed plan or lay-out, and the As-Built drawing.</p> <p>Any and all fees (e.g., construction bond) that may be required by the building administration must be shouldered by the bidder-contractor.</p>	

<p>IV. PROJECT COST</p> <p>The Approved Budget for the Contract (ABC) for the project is Nine Hundred Fifty Thousand Pesos Only (Php950,000.00), inclusive of all applicable taxes, including the Value-Added Tax (VAT).</p> <p>V. IMPLEMENTATION</p> <p>The project must be implemented, commissioned, and turned over to SBC IT Group within Thirty (30) calendar days upon release of Notice to Proceed (NTP). Work schedule shall be weeknights after office hours and/or whole day on weekends and holidays.</p>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
DELIVERY REQUIREMENT	
a) 1 lot	
b) 30 Calendar days upon receipt of 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)
ABC Php950,000.00 Tax Inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies

payable.

5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. 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: _____