

## REQUEST FOR QUOTATION

Date: June 27, 2025

Solicitation No.: PMO-25-95

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

The Privatization and Management Office (PMO), through its End-user Custodianship Services Division, intends to procure **Supply, Delivery, and Installation of CCTV System at PMO Property in Toril, Davao City** with an Approved Budget for the Contract (ABC) in the amount of **One Hundred Thirty-Nine Thousand Pesos (Php139,000.00)** in accordance with **Section 53.9 Negotiated Procurement - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative addressed to the PMO - Bids and Awards Committee (BAC), through the PMO-BAC Secretariat, not later than **5:00 P.M.** of July 4, 2025:

### **BAC Secretariat**

*Bids and Awards Committee*

Privatization and Management Office

104 Gamboa Street, Legaspi Village, Makati City

Email Address: [BAC@pmo.gov.ph](mailto:BAC@pmo.gov.ph)

Telephone Number: 8817-6331

Interested supplier shall also submit the following documents together with the quotation on or before the above specified deadline of submission:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return (for ABCs above Php500,000.00); and
4. **Original** and **Notarized** Omnibus Sworn Statement.

In lieu of items 1 and 2, a valid **Certificate of PhilGEPS Registration (Platinum Membership)** with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at telephone number **88176661** or send an email at [mmnatividad@pmo.gov.ph](mailto:mmnatividad@pmo.gov.ph).

  
**MARITES M. NATIVIDAD**

### INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted. **Submission of quotation and documentary requirements by email is not allowed for ABCs Fifty Thousand Pesos (PhP50,000.00) and above.**

### TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) Quotations exceeding the ABC shall be rejected.
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) 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 on per day of delay. The PMO may terminate 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.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

TECHNICAL SPECIFICATIONS FORM

Date: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number and E-mail: \_\_\_\_\_

- Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

PROJECT TITLE: Supply, Delivery, and Installation of CCTV System at PMO Property in Toril, Davao City								
Mode of Procurement: Small Value Procurement								
PMO Requirements			Supplier's Offer					Statement of Compliance ("Comply" or "Not Comply")
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost	Total Cost	
1	Supply, Delivery and Installation of CCTV System at PMO Property in Toril, Davao City  <i>See attached Technical Specifications and Requirements (Annex A) for the details</i>		1					
ABC: One Hundred Thirty-Nine Thousand Pesos (Php139,000.00)			Additional VAT and other Government Taxes:					
			GRAND TOTAL (must not be above the ABC): (amount in figures and in words)					
Other Requirements:								
Price Validity:								
Delivery Requirements:								
Terms of Payment:								

Attached in this quotation are the following documentary requirements:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return (for ABCs above Php500,000.00); and
4. **Original** and **Notarized** Omnibus Sworn Statement.

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. (In case PhilGEPS **Platinum** is submitted)

Prepared by: \_\_\_\_\_  
Authorized Representative  
(signature over printed name)



**TECHNICAL SPECIFICATIONS AND REQUIREMENTS****Supply, Delivery, and Installation of CCTV System in the  
PMO-Managed Asset located in Toril, Davao City****I. INTRODUCTION**

The Privatization and Management Office (PMO) is a government agency organized and attached to the Department of Finance (DOF), tasked with taking possession, conserving, and provisionally managing certain assets of the National Government.

PMO, through its Custodianship Services Division (End-User), intends to install Closed-Circuit Television (CCTV) systems located in the PMO-managed asset in Toril, Davao City to help monitor activities and secure operations in the property. The CCTV system must be capable of capturing high-quality recordings to support report generation and identify individuals or entities responsible for any security breaches or incidents.

The Project requires the services of a qualified company to supply, deliver, and install the required CCTV cameras, equipment, and accessories at the designated locations. The scope of work also includes the commissioning and testing of the installed equipment to ensure all components function efficiently as intended.

**II. SCOPE OF WORKS AND DELIVERY PERIOD**

This section outlines the required tasks to be completed by the Supplier for this Project.

1. Before commencing work, the Supplier shall submit its Work Plan to the End-User, for approval, within five (5) working days upon receipt of the Notice to Proceed. The Work Plan must include the following:
  - 1.1 Equipment delivery schedule from the Supplier's warehouse to the project site. Ensure that all required items are in stock to avoid delays during contract implementation.
  - 1.2 Installation schedule detailing the CCTV installation design, cabling and equipment installation, configuration and testing, and final commissioning. It shall consider, among others, the following:
    - i. Cameras must be installed at a secure location with maximum area of coverage, minimizing blind spots and no IR flooding.
    - ii. The angle of the camera should be considered to pick up identifying details, such as facial features, and avoid lens flare and backlighting.
    - iii. Avoid installing the camera close to sources of powerful electromagnetic radiation or close to fluorescent lamps or objects reflecting light, or under unstable light sources, which may cause flickering.

- iv. The following objectives and recording distance when installing CCTV cameras shall be determined: General Surveillance = 10 feet or greater, Facial Recognition = 5 to 7 feet, Plate Recognition (for Parking Lots) = 3 to 4 feet.
  - v. Cable connections should be provided with weather-proofing accessories.
- 2. Deliver and install the items, as specified in Section IV. Detailed Specifications and Requirements below, in accordance with the approved Work Plan. Before installation, all items delivered on site must be inspected by both the End-User Representative and the PMO Inspection Team Representative, who will sign the Delivery Receipt. If delivery is not possible as scheduled, the Supplier must promptly notify the End-User in writing, providing a formal explanation for the delay. However, this should not impede the overall progress or completion of the project.
- 3. The work area must be thoroughly inspected to ensure that all tasks are completed according to specifications and that it is safe for testing and commissioning activities to begin. Representatives from the End-User and PMO Inspection Team must be present during testing and commissioning. Any components that fail to pass the test must be replaced.
- 4. Conduct free training for the End-User representative on site on the operation and maintenance of the CCTV system as part of technology transfer.
- 5. Provide at least two (2) copies of the technical manual/documentation (English) in printed hard copy and one (1) electronic (soft copy) formats. The documents include cabling and equipment installation, operation, configuration and testing, CCTV installation design, and pictures of actual CCTV installation on site.

### **III. DELIVERY PERIOD**

All work must be completed within thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP).

### **IV. GENERAL REQUIREMENTS/SPECIFICATIONS**

- a. The CCTV cameras must deliver good image quality in any lighting conditions.
- b. NVR must support the configuration of redundant recording and capture. As stated on the Detailed Minimum Specifications and Requirements, NVR must also support the number of Hard Drives required under Data Storage.
- c. The Redundant Power System must protect supported devices from sudden power supply failure and provide automatic failover support.
- d. All equipment, devices, and accessories delivered on site are original, new, and free from defects. It must have documentation or datasheet available online.

- e. The Supplier shall provide all necessary materials and accessories required for the proper installation of equipment and devices, including but not limited to: UTP Cat6E 305m indoor cable, RJ45 connectors with rubber boots, junction boxes, black screws, cable ties, cable clips, electrical tape, EMT pipes, metal flexible hoses, C-clamps, connectors, G.I. wire, drill bits, knots, threaded rods, washers, square boxes, and other electrical consumables.
- f. The Supplier shall provide services including mobilization and demobilization, installation and termination of new camera units, cable laying, tracing and tagging, site management, system configuration, testing and programming, as well as training on system operation and maintenance.
- g. The Supplier must have successfully completed at least one (1) similar project within the past three (3) years.
- h. The Supplier must have a 24/7 helpdesk or technical support assistance through telephone or email to resolve CCTV technical issues encountered within the one (1) year warranty period.

## V. DETAILED MINIMUM SPECIFICATIONS AND REQUIREMENTS

### A. PMO Toril, Davao City

ITEM	TECHNICAL SPECIFICATIONS	QTY	UNIT
Video Recorder	<ul style="list-style-type: none"> <li>16-ch 1U 4K NVR</li> <li>Up to 16-ch IP camera inputs</li> <li>H.265+/H.265/H.264+/H.264 video formats</li> <li>Up to 1-ch@8 MP/3-ch@4MP/6-ch@1080p decoding capacity</li> <li>Up to 80 Mbps incoming bandwidth</li> <li>2 SATA up to 6 Terabyte HDD</li> </ul>	1	pc
Indoor Camera	<ul style="list-style-type: none"> <li>4.0 MP IR Network Dome</li> <li>1/2.8" progressive scan CMOS</li> <li>2560 × 1440 @30fps</li> <li>2.8 mm fixed lens• H.265, H.264</li> <li>Dual stream</li> <li>Digital WDR (Wide Dynamic Range)</li> <li>3D DNR (Digital Noise Reduction)</li> <li>Up to 30 m IR range</li> <li>PoE (Power over Ethernet)</li> <li>IP67, IK10 / METAL &amp; PLASTIC HOUSING</li> </ul>	3	pcs
Outdoor Camera	<ul style="list-style-type: none"> <li>4MP IR Network Mini Bullet</li> <li>1/2.8" progressive scan CMOS</li> <li>2560x1440 @30fps</li> </ul>	4	pcs

	<ul style="list-style-type: none"> <li>• 2.8 mm fixed lens</li> <li>• H.265, H.264</li> <li>• Dual stream</li> <li>• Digital WDR (Wide Dynamic Range)</li> <li>• 3D DNR (Digital Noise Reduction)</li> <li>• Up to 30 m IR range</li> <li>• PoE (Power over Ethernet)</li> <li>• IP67 / METAL &amp; PLASTIC HOUSING</li> </ul>		
Server Cabinet	<ul style="list-style-type: none"> <li>• 4U Server Cabinet</li> <li>• (W=600mm* D=450mm)</li> <li>• Tempered Door w/ Key</li> <li>• Detachable Sides</li> <li>• 2pc 220V Exhaust Fan</li> <li>• Shelf</li> <li>• 1pc 6slots PDU</li> </ul>	1	lot
Data Storage	4TB Surveillance Hard Drive	1	pc
Monitor	23.8" Monitor with bracket	1	set
Redundant Power Supply	1KVA UPS	1	pc

## VI. TERMS OF PAYMENT

The Supplier may submit its request for billing upon the issuance of Certificate of Inspection and Final Acceptance by PMO. Payment shall be made within thirty (30) calendar days from the End-User's receipt of the Supplier's request for billing.

Request for billing must be supported with the following documents:

- i. Statement of Account
- ii. Official Receipt
- iii. Delivery Receipt(s) duly signed by the End-User's authorized representative
- iv. Other supporting documents that may be required by the PMO Finance Division.

## VII. OTHER TERMS AND CONDITIONS

### 1. TECHNICAL SUPPORT SERVICES

The Supplier shall render technical support services to PMO within one (1) year after the final inspection and acceptance by PMO. Support services include:

- b. Technical support to be provided through phone calls, text messages, or email every day (Sunday to Saturday), 24 hours a day.
- c. On-site services, such as but not limited to troubleshooting and repairs, shall be conducted within 24 hours after the problem has been reported. Malfunctioning equipment and parts, due to factory defects, shall be replaced by the Supplier with the same or higher specifications within 48 hours after the problem has been reported.



## 2. WARRANTY

To ensure that manufacturing defects shall be corrected by the Supplier, a warranty security shall be required from the Supplier for a minimum period of one (1) year after PMO's issuance of Certificate of Completion and Final Acceptance. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least five percent (5%) of the total contract price, or a special bank guarantee equivalent to at least five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

## 3. LIQUIDATED DAMAGES

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Conforme by:

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Signature over Printed Name of Authorized Signatory

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Designation/Position Title

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Company Name

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Bidder's Address

# Sketch plan of PMO property in Toril, Davao City

PMO ASSET IN BRGY. DALIAO, TORIL, DAVAO CITY

ADJACENT LOT

