

**REQUEST FOR QUOTATION**

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **“Supply, Delivery, Installation, Testing and Commissioning of CCTV Surveillance System for DBP San Fernando, La Union”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 12009.

The details of the projects/activities/programs are as follows:

Name of Project:	Supply, Delivery, Installation, Testing and Commissioning of CCTV Surveillance System for DBP, San Fernando, La Union
Location	Ground Floor, Lueco Bldg. National Hi-Way, Barangay. Sevilla, San Fernando, La Union
Contract Period	Thirty (30) calendar days upon signing of the Notice to Proceed
Scope of Works	See attached “Annex A” for the Scope of Works (SOW)
Approved Budget for the Contract	Four Hundred Ninety-Eight Thousand Four Hundred Seventy-One Pesos and 75/100 (P498,471.75), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 5:00 PM of September 12, 2025. Open quotations may be submitted at DBP Baguio Branch, 1F DBP Building, Lower Session Road, Baguio City or through email address [baguio@dbp.ph](mailto:baguio@dbp.ph) and [axpcacho@dbp.ph](mailto:axpcacho@dbp.ph)

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the documents noted in the Scope of Works before award of the project/contract:

For inquiry, you may contact Mgr. Ariane Xyrylle P. Cacho of DBP Baguio Branch at Telephone Nos. (074) 442-5305, (074) 442-2550, (074) 442-4987.

SIGNED

**MARIA DOLORES C. GUEVARA**

First Vice President

Head, BBG-Northern Luzon

## **Annex A**

<b>PROJECT</b>	:	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF CCTV SURVEILLANCE SYSTEM FOR DBP SAN FERNANDO, LA UNION BRANCH
<b>LOCATION</b>	:	GROUND FLR., LUECO BLDG. NATIONAL HI-WAY, BRGY. SEVILLA, SAN FERNANDO, LA UNION
<b>SUBJECT</b>	:	SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS
<b>MODE OF PROCUREMENT</b>	:	SMALL VALUE PROCUREMENT (INFRASTRUCTURE)

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC):** FOUR HUNDRED NINETY-EIGHT THOUSAND FOUR HUNDRED SEVENTY-ONE PESOS AND 75/100 (P498,471.75) INCLUSIVE OF VAT/APPLICABLE TAXES.

II. **SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS:**

The Contractor shall hold all obligations, duties and responsibilities necessary for the successful completion of the contract assigned to or be undertaken, including all labor, materials, equipment and services, other incidentals, i.e., bonds and insurance, contractor's all risk insurance (CARI); and furnishings thereof in accordance with the specifications and all addenda prepared by DBP.

**1. GENERAL REQUIREMENTS**

- 1.1 Construction health and safety program
- 1.2 Mobilization & demobilization
- 1.3. Site maintenance
  - 1.3.1. Hauling/disposal

**2. SITE CONDITIONS**

- 2.1. Dismantling Works
  - 2.1.1. Dismantling of existing CCTV surveillance system, and properly turning over and securing the dismantled items in the DBP-designated storage area

**3. ELECTRONIC SAFETY AND SECURITY**

- 3.1. Installation of CCTV Surveillance system
  - 3.1.1. 8TB Back-up external hard drive with attached storage
  - 3.1.2. 32 channel network video recorder with 5nos 8TB internal hard drive
  - 3.1.3. POE Switch
  - 3.1.4. 32 channel 32" monitor
  - 3.1.5. 5MP CCTV camera (dome type)
  - 3.1.6. 5MP CCTV camera (bullet type)
  - 3.1.7. 9U CCTV Cabinet (wall mounted)
- 3.2. Installation of wires and cables
  - 3.2.1. CAT5e UTP cable 4 pairs (305m/box)
- 3.3. Installation of conduits and fittings
  - 3.3.1. 20mm dia PVC pipe (3m/pc) with adapter and locknut

- 3.3.2 20mm dia flexible PVC pipe (50m/roll)
- 3.3.3. 20mm dia straight connector
- 3.3.4. 20mm dia angle connector
- 3.4. Installation of boxes
  - 3.4.1. Junction box with cover (PVC)
  - 3.4.2. Utility box (PVC)
- 3.5. Other accessories
  - 3.5.1. Hanger and support
  - 3.5.2. Consumables (tape, tagging, PVC cement and accessories)
  - 3.5.3. Mounting termination, testing & commissioning and programming.

Notes:

- The Contractor to remove the power supply of CCTV surveillance system before the work started.
- The Contractor shall ensure that no damage occurs to the existing devices/panel and ceiling during dismantling of existing CCTV surveillance system.
- The Contractor shall provide 1.5m allowance for additional/relocation of CCTV camera/s based on actual security inspection during turn-over.
- The Contractor shall provide temporary protection in all work areas affected by the activities to minimize disruption and ensure safely.
- Any damages caused during work shall be assessed and charged accordingly.
- The Contractor shall provide all manuals and must schedule and conduct operation/training for the DBP Branch personnel for the maintenance and upkeep of the installed CCTV surveillance system.

### **III. CONDITIONS OF THE CONTRACT:**

1. The Contractor shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications.
2. The Contractor shall submit, construction schedule reflecting all activities needed to complete the project, their sequence and duration.
3. The Contractor must submit sample/s of materials and devices for approval by DBP before installation.
4. The Contractor shall designate or employ a full-time project coordinator that will supervise on-site works and activities.
5. DBP may terminate/cancel the Purchase Order (PO) / Notice to Proceed (NTP) when the Contractor fails to deliver, perform and comply with its obligation.
6. Project Period: The Contractor shall complete the project within thirty (30) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).

7. Warranty: One (1) year warranty upon completion of all works.

#### **IV. PAYMENT:**

A one-time full payment shall be processed after the completion of the project subject to submission of the following complete documents:

- Letter of Request for Payment
- Statement of Work Accomplishment'
- Contractor's Affidavit
- Project Pictures

#### **V. LIQUIDATED DAMAGES:**

1. Once the contractor fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.
2. In computing liquidated damages, the DBP shall determine the usability of the project.  
A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted, End-User or Implementing Units and the DBP.
3. To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. The specified amount may be deducted from any funds currently due or that may become due to the contractor under the contract, in a manner deemed appropriate by DBP.
4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

#### **VI. DOCUMENTARY REQUIREMENTS**

1. Signed Quotation
2. Valid and Current Business Permit
3. Proof of PhilGEPS Registration
4. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
5. For sole proprietorship, duly notarized special power of attorney, if to designate a representative.

-end-

Recommended by:

SIGNED  
**JUSTINE JOIE B. TORIO**  
Branch Services Officer

Approved by:

SIGNED  
**SM OLIVIA M. LORA**  
Head, San Fernando La Union Branch



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines

**Annex B**

**PRICE QUOTATION FORM**

\_\_\_\_\_  
The Regional Bids and Awards Committee  
Development Bank of the Philippines  
Branch Banking Group – Northern Luzon  
Lower Session Road  
Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply, Delivery, Installation, Testing and Commissioning of CCTV Surveillance System for DBP, San Fernando, La Union	1	lot		
<b>Total</b>				
<b>Amount in Words</b>				

The above-quoted prices are inclusive of all costs and applicable taxes.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.



<b>Name of Project</b>	
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I, \_\_\_\_\_, (Address) \_\_\_\_\_, (Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

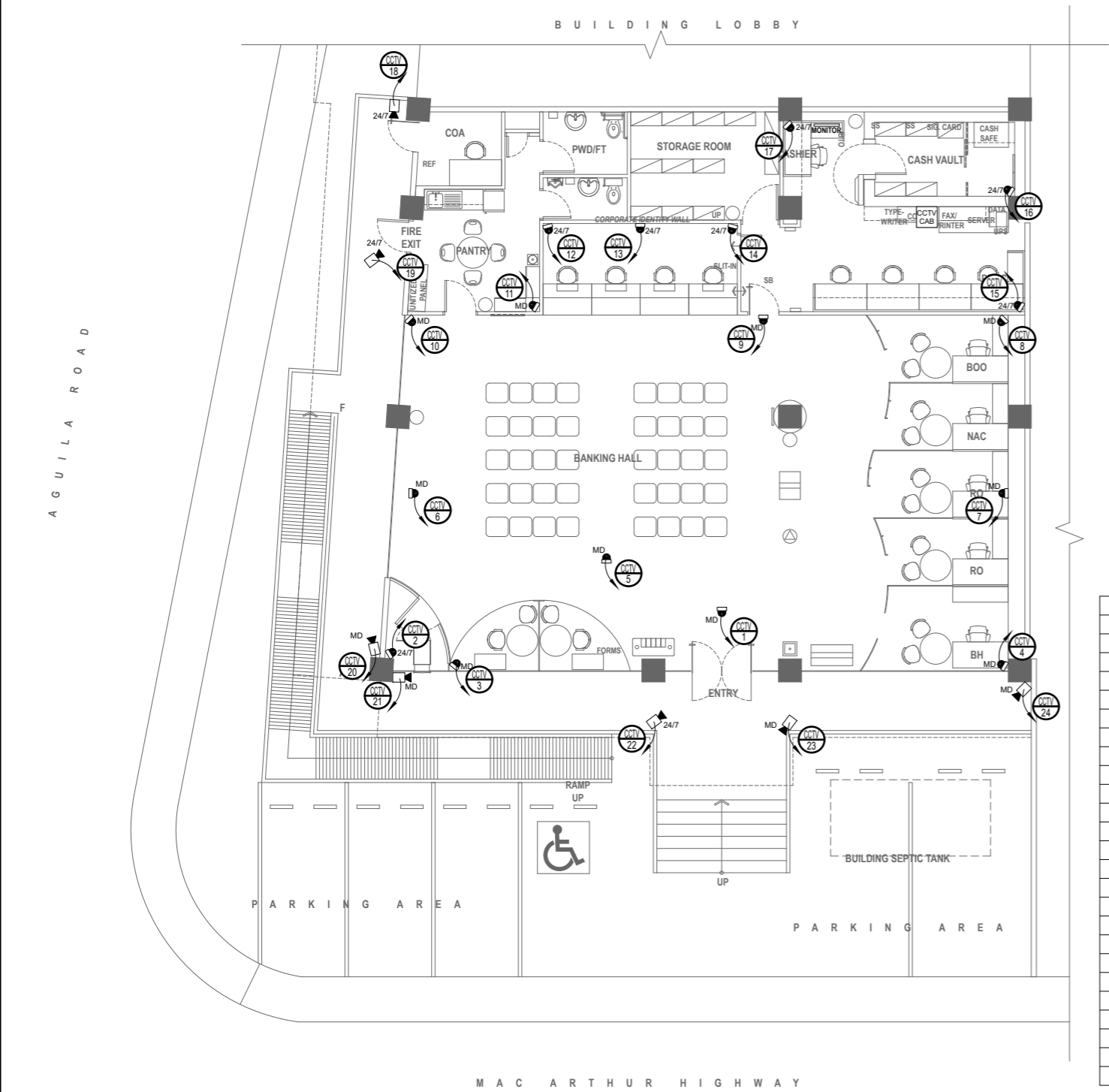
**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

NOTES:

- PROVIDE 1.5M ALLOWANCE FOR ADDITIONAL/ RELOCATION SECURITY DEVICES BASED ON ACTUAL SECURITY INSPECTION DURING TURN-OVER.
- SUBMIT ALL SAMPLES FOR APPROVAL OF DBP. NO PURCHASE & INSTALLATION TO BE DONE W/O DBP'S APPROVAL.
- WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.
- CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB.
- DISCREPANCIES BETWEEN DRAWINGS AND ACTUAL CONDITION MUST BE IMMEDIATELY FORWARDED TO CFMD FOR RESOLUTION.



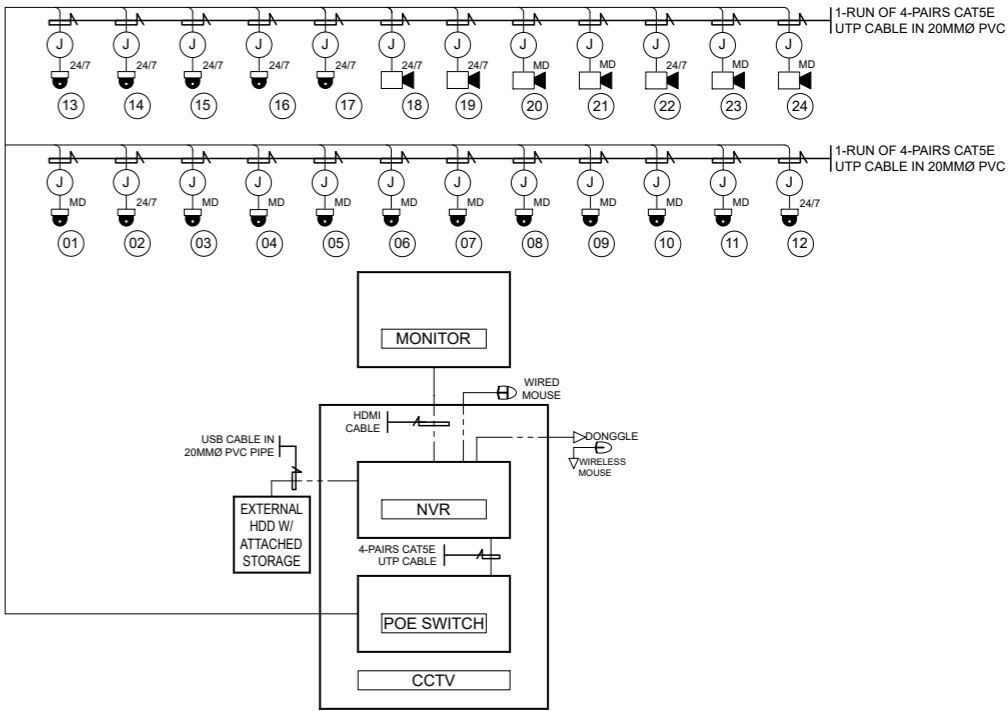
1  
ECE-1  
SCALE 1:90  
CCTV SURVEILLANCE SYSTEM LAYOUT  
METERS

CCTV SCHEDULE		
CCTV NO.	FOCAL LENGTH	FEATURE
01	2.8mm	MOTION DETECTION
02	3.6mm	24/7 RECORDING
03	2.8mm	MOTION DETECTION
04	2.8mm	MOTION DETECTION
05	2.8mm	MOTION DETECTION
06	2.8mm	MOTION DETECTION
07	2.8mm	MOTION DETECTION
08	2.8mm	MOTION DETECTION
09	2.8mm	MOTION DETECTION
10	2.8mm	MOTION DETECTION
11	3.6mm	MOTION DETECTION
12	3.6mm	24/7 RECORDING
13	3.6mm	24/7 RECORDING
14	3.6mm	24/7 RECORDING
15	3.6mm	24/7 RECORDING
16	3.6mm	24/7 RECORDING
17	3.6mm	24/7 RECORDING
18	3.6mm	24/7 RECORDING
19	2.8mm	24/7 RECORDING
20	2.8mm	MOTION DETECTION
21	2.8mm	MOTION DETECTION
22	2.8mm	24/7 RECORDING
23	2.8mm	MOTION DETECTION
24	2.8mm	MOTION DETECTION

LEGEND:

	CCTV SURVEILLANCE SYSTEM IN 9U CCTV CABINET		5-MP DOME TYPE IP CAMERA IN 24/7 RECORDING (SEE DETAILS ON TECHNICAL SPECIFICATIONS)		5-MP DOME TYPE IP CAMERA WITH MOTION DETECTION FEATURES (SEE DETAILS ON TECHNICAL SPECIFICATIONS)
	32" CCTV MONITOR (SEE DETAILS ON TECHNICAL SPECIFICATIONS)		5-MP BULLET TYPE IP CAMERA IN 24/7 RECORDING (SEE DETAILS ON TECHNICAL SPECIFICATIONS)		5-MP BULLET TYPE IP CAMERA WITH MOTION DETECTION FEATURES (SEE DETAILS ON TECHNICAL SPECIFICATIONS)
	CIRCUIT RUN CONCEALED INSIDE PARTITION OR CEILING VOID		CIRCUIT HOMERUN NUMBER		

- **5MP CCTV CAMERA (DOME TYPE)**  
CAMERA RESOLUTION: 5MP @ 20FPS, 4MP @25/30FPS  
BUILT-IN IR LED: YES  
LENS TYPE : FIXED-FOCAL  
FOCAL LENGTH: 2.8MM; 3.6MM  
FEATURES: MOTION DETECTION  
NETWORK: OPEN NETWORK VIDEO INTERFACE (ONVIF)  
POWER SUPPLY: 12V DC/PoE  
PROTECTION: NOT LESS THAN IP66  
INCLUSIVE: JUNCTION BOX, MOUNTING BRACKET/S, OTHER ACCESSORIES NECESSARY TO OPERATE THE CAMERA
- **5MP CCTV CAMERA (BULLET TYPE)**  
CAMERA RESOLUTION: 5MP @ 20FPS, 4MP @25/30FPS  
BUILT-IN IR LED: YES  
LENS TYPE : FIXED-FOCAL  
FOCAL LENGTH: 2.8MM; 3.6MM  
FEATURES: MOTION DETECTION  
NETWORK: OPEN NETWORK VIDEO INTERFACE (ONVIF)  
POWER SUPPLY: 12V DC/PoE  
PROTECTION: NOT LESS THAN IP66  
INCLUSIVE: JUNCTION BOX, MOUNTING BRACKET/S, OTHER ACCESSORIES NECESSARY TO OPERATE THE CAMERA
- **32 CHANNEL 32" MONITOR**  
DISPLAY: IPS WITH LED BACKLIGHT  
RESOLUTION: ≥ 1080P  
INPUTS: 1-VGA, 1-HDMI (MINIMUM INPUT)  
ASPECT RATIO: 16:9  
INCLUSIVE: STANDARD MOUNTING BRACKETS & STAND
- **WALL MOUNTED 9U CCTV CABINET**  
COLOR: POWDER COATED BLACK  
INCLUSIVE: LOCK AND KEYS, FIXED TRAYS, AND OTHER MOUNTING ACCESSORIES
- **BACK-UP EXTERNAL HARD DRIVE W/ ATTACHED STORAGE**  
-CAPACITY: TO MEET 60 DAYS REAL TIME RETENTION PERIOD  
-INTERFACE: SATA  
-TRANSFER RATE: ≥ 230MB/s  
-CACHE: ≥ 256MB  
-OPERATING SYSTEM: ≤ 65°C  
INTERFACE: USB  
POWER SUPPLY: 100 TO 240V AC, 50/60Hz  
INCLUSIVE: USB CABLE, AC ADAPTER AND QUICK INSTALL GUIDE.
- **32 CHANNEL NETWORK VIDEO RECORDER W/ INTERNAL HDD**  
-CAPACITY: TO MEET 60 DAYS REAL TIME RETENTION PERIOD  
-INTERFACE: SATA  
-TRANSFER RATE: ≥ 230MB/s  
-CACHE: ≥ 256MB  
-OPERATING SYSTEM: ≤ 65°C  
SATA PORTS: ≥ 4 SATA PORTS, ≥ 8TB PER DISK  
CHANNEL PLAYBACK: 32 CHANNEL  
RESOLUTION: 5MP  
VIDEO OUTPUT: HDMI AND VGA  
VIDEO COMPRESSION: H.265+/H.265  
MULTI-SCREEN DISPLAY: YES  
NETWORK: OPEN NETWORK VIDEO INTERFACE (ONVIF)  
POWER SUPPLY: 100 TO 240V AC, 50/60 Hz
- **POWER OVER ETHERNET (POE) SWITCH**  
NO. OF PORTS: 32  
INTERFACE: 100MB/S PORTS  
LONG DISTANCE TRANSMISSION: ≥ 250M  
POWER SUPPLY: 100 - 240V AC, 50/60Hz  
INCLUSIVE OF NECESSARY ACCESSORIES



2  
ECE-1  
SCALE 1:50  
CCTV SURVEILLANCE SYSTEM LINE DIAGRAM  
METERS

	PROJECT TITLE:			OWNER:	SHEET CONTENT:	ISSUE DATE : JUNE 2025	SHEET NO:
	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF CCTV SURVEILLANCE SYSTEM AT DBP SAN FERNANDO BRANCH, LA UNION	<div></div>	REG. NO. :	<div><div>DEVELOPMENT BANK OF THE PHILIPPINES</div><div>AUTHORIZED REPRESENTATIVE</div></div>	<div><div>CCTV SURVEILLANCE SYSTEM LAYOUT</div><div>CCTV SURVEILLANCE SYSTEM LINE DIAGRAM</div></div>	REV. DATE:	<div><div>ECE</div><div>1</div></div>
			REG. NO. :				
			ISSUED ON :				
	LOCATION: GROOUND FLR., LUECO BLDG. NATIONAL HI-WAY, BRGY. SEVILLA SAN FERNANDO, LA UNION		TIN NO. :				

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF CCTV SURVEILLANCE SYSTEM FOR DBP SAN FERNANDO, LA UNION BRANCH**

Project Name

GROUND FLR., LUECO BLDG. NATIONAL HI-WAY, BRGY. SEVILLA SAN FERNANDO, LA UNION

## Project Location

BILL OF QUANTITIES												
ITEM NO.	DESCRIPTION	QTY.	UNIT	LABOR & MAT'LS	MARK-UP	PROFIT	TOTAL MARK-UP		VAT	TOTAL	TOTAL COST	UNIT COST
				DIRECT COST	OCM		%	VALUE		INDIRECT COST		
<b>1 GENERAL REQUIREMENTS</b>												
1.1	Construction health and safety program	1	lot		-	-	10%	-	-	-	-	-
1.2	Mobilization and demobilization	1	lot		-	-	0%	-	-	-	-	-
1.3	Site maintenance											
1.3.1	Hauling/disposal	1	lot		-	-	25%	-	-	-	-	-
<b>Sub-total=</b>											-	
<b>2 SITE CONDITIONS</b>												
2.1	Dismantling works	1	lot		-	-	25%	-	-	-	-	-
<b>Sub-total=</b>											-	
<b>3 ELECTRONIC SAFETY AND SECURITY</b>												
3.1	<b>CCTV SURVEILLANCE SYSTEM</b>											
3.1.1	8TB Back-up external hard drive with attached storage	6	set/s		-	-	25%	-	-	-	-	-
3.1.2	32 channel network video recorder with 4nos 8TB internal hard drive	1	set/s		-	-	25%	-	-	-	-	-
3.1.3	POE Switch	1	set/s		-	-	25%	-	-	-	-	-
3.1.4	32 channel 32" monitor	1	set/s		-	-	25%	-	-	-	-	-
3.1.5	5MP CCTV camera (dome type)	17	set/s		-	-	25%	-	-	-	-	-
3.1.6	5MP CCTV camera (bullet type)	7	set/s		-	-	25%	-	-	-	-	-
3.1.7	9U CCTV Cabinet (wall mounted)	1	set/s		-	-	25%	-	-	-	-	-
3.2	<b>Wires and cables</b>											
3.2.1	Cat5e UTP cable 4 pairs (305m/box)	2	box/es		-	-	25%	-	-	-	-	-
3.3	<b>Conduits and fittings</b>											
3.3.1	20mmØ PVC pipe (3m/pc), with adapter and locknut	165	set/s		-	-	25%	-	-	-	-	-
3.3.2	20mmØ flexible PVC pipe (50m/roll)	1	roll/s		-	-	25%	-	-	-	-	-
3.3.3	20mmØ straight connector	24	pc/s		-	-	25%	-	-	-	-	-
3.3.4	20mmØ angle connector	24	pc/s		-	-	25%	-	-	-	-	-
3.4	<b>Boxes</b>											
3.4.1	Pullbox (ga#16)	1	set/s		-	-	25%	-	-	-	-	-
3.4.2	Junction box with cover (PVC)	24	set/s		-	-	25%	-	-	-	-	-
3.5	<b>Other accessories</b>											
3.5.1	Hanger and support	1	lot		-	-	25%	-	-	-	-	-
3.5.2	Consumables (tape, tagging, PVC cement and accessories)	1	lot		-	-	10%	-	-	-	-	-
3.5.3	Mounting termination, testing, commissioning and programming	1	lot		-	-	25%	-	-	-	-	-
<b>Sub-total=</b>											-	
<b>Total=</b>											-	