

**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 Branch and Naguilian Branch Lite Unit (BLU)”** 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 Branch and Naguilian Branch Lite Unit (BLU)
Location	Ground Floor, Lueco Bldg. National Hi-Way, Barangay. Sevilla, San Fernando, La Union Ground Floor, Naguilian Municipal Compound, Naguilian Road, Barangay Ortiz, Naguilian, 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	Eight Hundred Eighty-Six Thousand One Hundred Ten Pesos and 62/100 (P886,110.62), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 8:00 AM of October 13, 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 and 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 Xyrrille P. Cacho of DBP Baguio Branch at Telephone Nos. (074) 442-5305, (074) 442-2550, (074) 442-4987.

SIGNED

OLIVIA M. LORA

Senior Manager

Head, San Fernando, La Union Branch

Annex A

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

Annex A

PROJECT	:	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF CCTV SURVEILLANCE SYSTEM FOR DBP NAGUILIAN BLU
LOCATION	:	GRD FLR., NAGUILIAN MUNICIPAL COMPOUND, NAGUILIAN ROAD, BRGY. ORTIZ, NAGUILIAN, LA UNION
SUBJECT	:	SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS
MODE OF PROCUREMENT	:	SMALL VALUE PROCUREMENT (INFRASTRUCTURE)

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC):** THREE HUNDRED EIGHTY-SEVEN THOUSAND SIX HUNDRED THIRTY-EIGHT PESOS AND 87/100 (P387,638.87) 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

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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. 16 channel network video recorder with 5nos 8TB internal hard drive
 - 3.1.3. POE Switch
 - 3.1.4. 16 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
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 - 3.3.2. 20mm dia flexible PVC pipe (50m/roll)
 - 3.3.3. 20mm dia straight connector

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF CCTV SURVEILLANCE SYSTEM FOR DBP SAN FERNANDO, LA UNION BRANCH AND NAGUILIAN BRANCH LITE UNIT (BLU)

- 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)
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Notes:

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- 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		
Total				
Amount in Words				

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

Name of Company

Name/Signature of Representative

Contact No.



Name of Project	
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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**¹ 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.

¹**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.