



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : November 14, 2023

PROJECT NO. : CGSD-23-GRMS-0495

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **REPAIR AND REPLACEMENT OF DEFECTIVE CCTV CAMERA AND OTHER ACCESSORIES AT CIVIC CENTER BUILDING C**
Approved Budget of the Contract : **Php 249,736.45**
End-User / Implementing Office : **CITY GENERAL SERVICES DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **November 17, 2023, 10:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by QC BAC- Goods and Services.


MA. MARGARITA T. SANTOS, DPA
Chairperson, BAC- Goods and Services

Handwritten signature/initials

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD 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.
10. Failure to follow these instructions will disqualify your entire quotation.

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

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p align="center">REPAIR AND REPLACEMENT OF DEFECTIVE CCTV CAMERA AND OTHER ACCESSORIES AT CIVIC CENTER BUILDING C</p> <p><u>Scope of Work:</u></p> <ol style="list-style-type: none"> 1. Replacement of defective CCTV Camera (Bullet Type) 2. Replacement of defective CCTV Camera (Dome Type) 3. Replacement of CCTV Monitor (32 inches) 4. Check and replace of CCTV connector 5. Replacement of defective DVR 6. Dismantling of defective CCTV 7. Testing and Commissioning <p><u>Technical Specifications:</u></p> <ul style="list-style-type: none"> • DVR 32-Channels and 2 HDDs 1080p (1pc) • 2MP IP Camera Dome IPC-HDBQ1230EN-0360B-S2 (7pcs) • BNC Plug RG6 Compression Type 1 BNC Connector (28pcs) • DS-2CD2T23G0-I5 2MP DS-2CD2T23G0-I5, bullet type, network camera (17pcs) • BNC Male Plug Connector/ Video Balun UTP to BNC Cat 5/ Cat5e/ Cat6 connector for CCTV BNC to UTP Available DC Power (30pcs) • BNC Female Plug Connector/ Video Balun UTP to BNC Cat 5/ Cat5e/ Cat6 connector for CCTV BNC to UTP Available DC Power (30pcs) • UME DC 12v 5A CCTV Camera DVR Power Supply Switching Adapter Transformer with Power Cord PB1205+UH3PV75 1.5 (2pcs) • ZJW Channel 12V Fused Centralized Power Supply Adaptor with Box (2pcs) • Rj45 Connector Cat 6 High Quality (2boxes) • Pure Copper Cat6 300m Outdoor for Network Connector/Ethernet Cable/ Network Cable/ UTP Cable (2rolls) • Tools- 572767 VDV226-011-SEN Crimper, All-in-one Ratcheting Modular Data Crimper/ Wire Stripper/ 	lot	1		

	Wire Cutter for RJ45, Cat5e, Cat6, Cat6a, Yellow/Black (2pcs) <ul style="list-style-type: none">• Tolsen 10pcs Electrical Tape 9meters x 19mm (Black, Red, White) PVC Tape (5pcs)• G.I. Wire #16 (2kls)• 32inches Smart/Android TV - Art Slim, Super Narrow Bezel, HDR, Micro Dimming, Sport Mode, IPQ, HD Ready, Dolby Audio, Smart Volume, Android OS, Google Assistant, Voice Search, Google Play store (1unit) <p>** One (1) year warranty of preventive maintenance</p> <p><i>(With attached Terms of Reference which will form an integral part of this request for quotation)</i></p>				
TOTAL					

Amount in Words: _____

Delivery Period : Upon request by the End-User
not later than December 31, 2023

Warranty : _____

OTHER REQUIREMENTS:
<div><div>1. List of Manpower</div><div><ul style="list-style-type: none">• With at least three (3) technical personnel</div></div> <div><div>2. Organizational Chart</div><div><ul style="list-style-type: none">• Which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.</div></div> <div><div>3. Statement of Warranty:</div><div>Minimum of one (1) year of preventive maintenance</div></div> <div><div>4. Affidavit of Undertaking of the following:</div><div><ul style="list-style-type: none">• The service provider should have at least three (3) years of actual experience in supply and installation of CCTV camera.• The service provider shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair of the enrolled units.</div></div>

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address





Republika ng Pilipinas

Lungsod ng Quezon

Ragawaran ng Lingkurang Panlahat

GENERAL SERVICES DEPARTMENT

9th & 8th Flr. Main Bldg. Quezon City Hall, Elliptical Rd., Diliman, Quezon City
Trunkline: 02-89884242 Local No.: 8600 (OIC), RMCD-8624, BGMD-7329,
CWMD-8603, FAMCD-8620/1126, MD-8612/8209, ADMIN-8602, MPMCD-8609
Email Address: gsd@quezoncity.gov.ph / quezoncitygso@yahoo.com



TERMS OF REFERENCE (TOR)
REPAIR AND REPLACEMENT OF DEFECTIVE CCTV CAMERA AND
OTHER ACCESSORIES AT CIVIC CENTER BUILDING C

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain safe and sound working environment for the benefits of the officials, employees and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The project primary objective is to maintain the optimum operations of all CCTV at the Civic Center Building C to ensure safety of all officials, employees and transacting public. ^

III. PROJECT SCOPE OF WORK

The Scope of Work under this project aims to ensure attainment of the Project Objectives. The following are the minimum activities to be undertaken to pursue the aim.

The scope of work for the preventive maintenance and operation of CCTV at the Civic Center Building C shall include, but not limited to, the following:

1. Replacement of defective CCTV Camera (Bullet Type)
2. Replacement of defective CCTV Camera (Dome Type)
3. Replacement of CCTV Monitor (32 inches)
4. Check and replace of CCTV connector
5. Replacement of defective DVR
6. Dismantling of defective CCTV
7. Testing and Commissioning

IV. AREA OF COVERAGE

CCTV Camera located at Civic Center Building C.

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

- ❖ Track record



- The service provider should have at least three (3) years actual experience in supply and installation of CCTV Camera.

❖ Organization

- The Contractor should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

❖ Manpower

- The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair of the enrolled unit.

V. WARRANTY

The contractor shall provide one year warranty of the preventive maintenance.

APPROVED BUDGET FOR THE CONTRACT

The City Government has set on approved budget for the Contract of **Two Hundred Forty Nine Thousand Seven Hundred Thirty Six Pesos & 45/100 Pesos Only (P 249,736.45).**

- ❖ No Price Adjustment
- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost is increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VIII. BASIS OF PAYMENT

One time payment upon completion of the scope of work.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

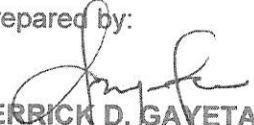
X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

XI. DELIVERY PERIOD

To satisfactorily deliver the items and services not later than December 31, 2023.

Prepared by:


JERRICK D. GAVETA
Acting Chief, BGMD

Submitted by:


CARMELITA F. LEE
Officer-in-Charge
City General Services Department