

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City
REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2025-12-127 (2026 NEP) RFQ No.: 2026-01-002
End-user: GSS Date: JAN 07 2025
Name of Project: ABC: ₱1,027,980.00

Manage Video Surveillance Service for Year 2026

Mode of Procurement: Small Value Procurement

Sir/Madam:

Please quote your price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before JAN 12 2025 12:00NN


ENRIQUE H. GASCON, JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash, zero or blank shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/ representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
9. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases of RA 12009 IRR)**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **Official Receipt or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)**
10. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
12. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
13. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for Emergency Cases and **P50,000.00** above for **Small Value Procurement**.
14. Upon **approval of the Purchase Order (PO)**, the Procurement Section may send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period may cause the automatic cancellation of the PO.
15. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
16. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may 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.
17. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123, 0969-572-9176** or email address bacsec.car@dswd.gov.ph.

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REQUEST FOR QUOTATION (RFQ)

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Manage Video Surveillance Service for Year 2026				
	Manage Video Surveillance Service for Year 2026 <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	12	lot		
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
The place of delivery of the goods/services is within BAGUIO CITY .			[]	[]	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			[]	[]	
TOTAL PRICE					
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					

• Award shall be made per: Item Basis Lot Basis

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following: _____

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

 Name and Signature of Convasser



TERMS OF REFERENCE

A. Scope of Work

i. Designing, Planning and Implementation of the Managed Video Surveillance Services for the Field Office

- a. The Service Provider shall provide managed services that includes all the necessary planning, design and layout for the implementation of CCTV system duly signed by the Supervising PECE.
- b. The Service Provider shall provide a complete turnkey solution to the Field Office and be responsible for the complete installation of all security cameras.

ii. Installation and commissioning of a Video Surveillance system of Field Office - CAR in the following sites;

- a. Field Office Old and New Bldg. /40 North Drive, Baguio City
- b. Regional Haven for Women and Girls / 40 North Drive, Baguio City
- c. Training Center / Quinto Alley, Engineers Hill, Baguio City

iii. Network System

- a. Provide an independent network that can be integrated to the Field Office's network.
 - i. Field Office and Regional Haven Cameras: accessible within the field office through CAT6
 - ii. Training Center Cameras – accessible within the Field Office via FOC (Fiber Optic Cable) installed from FO to TC
 - iii. SN Oriental Cameras – accessible within Field Office via Internet
- b. The Service Provider should ensure that the design and implementation of the solution should be able to integrate to the existing network of the office.
- c. All CCTV Cameras should be wire-connected and accessible thru Local Area Network Access, must be capable of access via Internet, and must meet the required technical specifications in B.
- d. CAT6/Fiber cables must be used for cabling system and must be protected with conduits, PVC pipes or moldings, from IP Camera to IDF
- e. All Network Switches should be secured in a Data Rack or Metal Enclosure.
- f. The Service Provider should employ organized and structured cabling, piping and all other pre-requisites for the CCTV Systems connectivity.

iv. Electrical, Grounding, HVAC and Power System

- a. The Service Provider is responsible for the labor and all materials required in the supply, installation, testing and commissioning of electrical works, power supply, power surge protection and power distribution on the CCTV Systems.

- b. The Service Provider shall coordinate layout and installation of video surveillance equipment and suspension system components with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression-system components, and partition assemblies.
- c. The Service Provider shall ensure provision of Power Surge Protection devices with 275V breakdown voltage for line-to-line and lines-to-ground to all CCTV and network appliances. Grounding systems shall also be provided.
- d. The Service Provider shall ensure provision of online UPS for the CCTV Systems that can power 100% of the equipment until backup power kicks in for at least 15 minutes.

v. Management and Support for the Managed Video Surveillance Service for the Field Office and other installation sites

- a. The Service Provider must provide DSWD personnel full administrative rights on all management interfaces, for easy management of existing endpoints. They will also serve as the first level technical support.
- b. The Service Provider shall be responsible for the mobilization and/or transfer of equipment as deemed necessary.
- c. The Service Provider must provide at least 1 onsite technical support to report at the Field Office when troubleshooting or implementing technical works.
- d. The Service Provider must ensure that all corners and perimeters of the Field Office, both indoor and outdoor, are fully covered with the proposed CCTV Systems.
- e. The Service Provider must ensure that the Video Surveillance Services are always available and must provide any necessary patches, system upgrade or hardware replacement during the service period.

B. Technical Specifications (Field Office)

i. CCTV Cameras

- a. ≥ 58 Dome/ Bullet IP Cameras
- b. At least Full HD and 4MP IP Cameras
- c. 24/7 color imaging with high definition sensor
- d. supports H.265+, H.265 video compression
- e. Varifocal Lens
- f. Capable of operating in both normal and poorly lit environment
- g. IP67 housing, water and dust proof
- h. Advanced Analytics: Intrusion Detection/Line Crossing Detection
- i. Usable with NVR recorder, PC Windows Software, or Mobile Applications
- j. Accepts PoE, 12V DC Power, or extended PoE

ii. ≥ 11 Full HD 1080P PTZ IP Cameras

- a. Pan, Tilt, Zoom Feature
- b. At least Full HD 1080 IP Cameras
- c. At least 20X Optical Zoom and 16X Digital Zoom
- d. Capable of operating in both normal and poorly lit environment
- e. Supports H.265+, H.265 video compression
- f. With IR LEDs for up to 50m
- g. IP66 or IP67 housing
- h. Smart Detection: Intrusion, Line Crossing, Region Exit, Region Entrance

- i. Smart Tracking: Manual, Auto and Event
- j. Usable with NVR recorder, PC Windows Software, or Mobile Applications
- k. Accepts PoE, 12V DC Power, or extended PoE
- l. Capable of automatic return to home position and can be locked

iii. Network Video Recorders

- a. ≥ 4 Network Video Recorders, 16-CH (NVR) that support all CCTV cameras and with Surveillance Hard Drive ≥ 2 months recording
- b. Should have an Integrated System/Application for CCTV operations such as but not limited to real-time/live view, video recording, remote search, playback, backup, etc.
- c. Third-party network cameras supported
- d. Support H.265+/H.264/MPEG4 video formats
- e. Support Smart Search and Smart Playback

iv. Network Attached Storage

- a. ≥ 1 Network-attached Storage (NAS) with storage capacity ≥ 24 TB for backup/redundancy purposes

v. Network Switches

- a. \geq at least 1 POE Gigabit switches per floor per building, that can accommodate video transmission to the control center

vi. Surveillance Monitoring

- a. At least 4 units of 43" UHD LED monitor belonging to the top 4 quality brand
- b. Monitor should be able to display all the proposed number of CCTV cameras simultaneously at the standard frame/view per device

C. Documentation and Deliverables

- i. The Service Provider shall provide a comprehensive documentation of the configuration and implementation, and all other documents reflecting all works done.

D. Training and Knowledge Transfer

- i. The Service Provider must provide CCTV Systems training for at least 4 DSWD Personnel.
- ii. The Service Provider shall provide the necessary modules, knowledge transfers and materials, etc. for the training activity.
- iii. Training must be on a formal hands-on laboratory environment and must be conducted by the designer and installer of the CCTV system.

E. Warranties and Service Support

- i. Monthly Preventive Maintenance of CCTV System
 - a. Check all control equipment (NVRs, monitors, switches, etc.), CCTV cameras and network connection to ensure accurate operation.
 - b. Visually inspect all major components of the control equipment and connections of the CCTV for signs of deterioration or damage, and accordingly submit recommendations to the DSWD management for parts that need repair or replacement.
 - c. Check environmental conditions for adverse effects, including growth or shrubbery obscuring camera views.

- d. Check if camera is aligned to user specifications, correct field of view, and all alarm presets, and effect the corresponding adjustment, as may be necessary.
- e. The Service Provider shall submit a written report on a checklist format upon completion of the monthly preventive maintenance, signed the Service Provider's employed Professional Electronics Engineer.
- ii. The Service Provider must ensure that in case of faulty equipment, a hardware replacement is provided for non-interruption of Video Surveillance services.
- iii. Installation of equipment shall be covered in the contract based on the designed plans.
- iv. The Service Provider must ensure and maintain 99% uptime/availability of the CCTV services and systems as part of the Service Level Agreement.
- v. The Service Provider must provide onsite support and remote support to the Field Office and must comply with the specified service level agreement;

SEVERITY LEVEL	DESCRIPTION	RESPONSE TIME
Low	<ul style="list-style-type: none"> • Refers to minor issues/errors encountered without affecting the services. • Remote or onsite support working days 8 x 5 with 24/7 help desk support 	Must provide a feedback within 4 hours upon escalation and at least remote support within the day
Medium	<ul style="list-style-type: none"> • Refers to issues/errors encountered with significant effect to services. • Remote or onsite support working days 8 x 5 with 24/7 help desk support 	Must provide a feedback within 2 hours upon escalation and at least remote support within the day
High	<ul style="list-style-type: none"> • Refers to issues/errors encountered with major effect to services resulting to non-provision of services or security issues. • Onsite support working days 8 x 5 with 24/7 help desk support 	Must provide a feedback within 1 hour upon escalation and onsite support within the day


F. Qualification of Service Provider

- i. The Service Provider must have been in the business of providing ICT solutions, managed services or supplying ICT products for the last 5 years.
- ii. The Service Provider must have a licensed Professional Electronics Engineer that is employed by the provider.
- iii. The Service Provider shall submit detailed plans together with the bid documents to be used for the proposed system for evaluation by the TWG. Plans shall be designed, signed and sealed by a practicing Professional ECE with relevant experience on Video Surveillance systems. The design shall also include a detailed explanation of the advantages of the design in terms of performance and manageability. Provide also the brochures of the equipment to be installed for the evaluation of the offer.

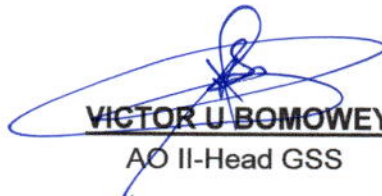
G. Timeline of Schedule

i. Forty-five (45) working days upon receipt of notice to proceed which includes planning, delivery, configuration, implementation, testing and turn-over of the Video Surveillance services for the Department of Social Welfare and Development.


Prepared by:


DAVAO E. BAUCAS
Admin Aide IV
Division


Pre-reviewed by:


VICTOR U. BOMOWEY
AO II-Head GSS

Reviewed by:


RONILO R. FLORES
AO V, OIC-Chief Admin

Certificate of Availability of Funds



LANY LIZEL G. DIAZ
AO V-Head Budget Section

*Earmarked w/ funds based on the Regional Director/
Cluster Head -- Approved WFP aligned w/ the FY 2026
NEP for early procurement process.*

Recommending Approval:


ENRIQUE H. GASCON JR.
ARD for Administration

Approved by:


MARIA A. CATBAGAN-APLATEN, PhD
Regional Director

FMD

OADPA / RD