



## REQUEST FOR QUOTATION

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

RFQ No.: \_\_\_\_\_

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

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

Name of Store/Shop : \_\_\_\_\_

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

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Structured Cabling for SBCorp's Office of the President, Board Room, Mancom Room and 18th Floor Lobby** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **February 06, 2024 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), ITR (latest) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [jparpan@sbcorp.gov.ph](mailto:jparpan@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson 

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. 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 for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p>STRUCTURED CABLING For Office of the President, Board Room, Mancom Room and 18<sup>th</sup> Lobby</p> <ul style="list-style-type: none"> <li>• Nodes: 15</li> <li>• Forty-five (45) UTP Cable runs between data cabinet and individual workstations</li> <li>• Category 6 UTP Cable</li> <li>• UTP cable color: White</li> <li>• Faceplate with RJ45 LAN port per workstation</li> <li>• Three-meter patch cord per workstation</li> <li>• Patch cords for patch panel connection to the switch</li> <li>• Twenty-two (22) pcs of 3-meter patch cord as spares</li> <li>• Conduit must be Electrical Metallic Tubing (EMT)</li> <li>• Support materials and accessories must be in accordance with the latest building renovation guidelines issued by the building administration</li> <li>• Tagging and labelling per cable, patch panel port and workstation faceplate.</li> <li>• Documentation, including proposed plan reflected on the floor plan and As-Built Drawing.</li> <li>• Two (2) pcs patch panel (1RU each patch panel, 24 ports per panel)</li> <li>• Two (2) pcs cable manager</li> <li>• Mounting accessories (e.g., nuts and bolts) for patch panels and cable managers</li> </ul> <p><b>WARRANTY</b></p> <ul style="list-style-type: none"> <li>• Minimum one-year warranty on cables and accessories</li> <li>• Minimum one-year warranty on civil works and or workmanship</li> </ul>	

<p><b>OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Bidder-Contractor must coordinate with the building administration and comply with all the requirements for the project (e.g., technical plans, drawings, permits), on behalf of SB Corp</li> <li>• Bidder-Contractor must comply with the renovation guidelines issued by the building administration</li> <li>• Any and all fees (e.g., construction bond) that may be required by the building administration must be shouldered by the bidder-contractor.</li> </ul> <p><b>PROJECT COST</b></p> <p>The Approved Budget for the Contract (ABC) for the project is Two Hundred Thirty Thousand Pesos (PhP230,000.00), inclusive of all applicable taxes, including the Value-Added Tax (VAT).</p> <p><b>IMPLEMENTATION</b></p> <p>The project must be implemented, commissioned, and turned over to SBC IT Group within Thirty (30) calendar days upon release of Notice to Proceed (NTP). Work schedule shall be weeknights after office hours and/or whole day on weekends and holidays.</p>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) SBCorp Makati Head Office (18th Flr)	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php230,000.00 Tax Inclusive</b>			In words: _____ _____ In figures: _____

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 per day of delay. The SBCorp 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_



Small Business Corporation  
INFORMATION TECHNOLOGY GROUP

**TERMS OF REFERENCE**

Structured Cabling for OP, Board Room, 18<sup>th</sup> floor Lobby and Mancom Room Area

**I. OBJECTIVES**

The project aims to implement structured cabling at SB Corp's 18<sup>th</sup> floor office, specifically at OP, Board Room 18<sup>th</sup> floor Lobby and Mancom Area.

**II. SCOPES OF WORK**

The project calls for the supply, delivery, installation, testing and commissioning of any and all materials, equipment, accessories, appliances, systems, or components, as well as any and all corresponding civil works necessary for the implementation of the Structured Cabling for OP, Board Room, 18<sup>th</sup> floor Lobby and Mancom Area, as indicated under *III. TECHNICAL SPECIFICATIONS*.

**III. TECHNICAL SPECIFICATIONS**

STRUCTURED CABLING For OP, Board Room, 18 <sup>th</sup> Lobby and Mancom Area	Nodes: <b>15</b>
	Fifteen (15) UTP Cable runs between data cabinet and individual workstations
	Category 6 UTP Cable
	UTP cable color: White
	Faceplate with RJ45 LAN port per workstation
	Three-meter patch cord per workstation
	Patch cords for patch panel connection to the switch
	Fifteen (15) pcs of 3-meter patch cord as spares
	Conduit must be Electrical Metallic Tubing (EMT)
	Support materials and accessories must be in accordance with the latest building renovation guidelines issued by the building administration.
	Tagging and labelling per cable, patch panel port and workstation faceplate.
	Documentation, including proposed plan reflected on the floor plan and As-Built Drawing.
	One (1) pc. patch panel (1RU each patch panel, 24 ports per panel).
One (1) pc cable manager	
Mounting accessories (e.g., nuts and bolts) for patch panels and cable managers	
WARRANTY	Minimum one-year warranty on cables and accessories.
	Minimum one-year warranty on civil works and/or workmanship.
OTHER REQUIREMENTS	Bidder-Contractor must coordinate with the building administration and comply with all the requirements for the project (e.g., technical plans, drawings, permits), on behalf of SB Corp.
	Bidder-Contractor must comply with the renovation guidelines issued by the building administration.
	Bidder-Contractor must provide documentations such as the proposed plan or lay-out, and the As-Built drawing.
	Any and all fees (e.g., construction bond) that may be required by the building administration must be shouldered by the bidder-contractor.

#### IV. PROJECT COST

The Approved Budget for the Contract (ABC) for the project is Two Hundred Thirty Thousand Pesos (PhP230,000.00), inclusive of all applicable taxes, including the Value-Added Tax (VAT).

#### V. IMPLEMENTATION

The project must be implemented, commissioned, and turned over to SBC IT Group within Thirty (30) calendar days upon release of Notice to Proceed (NTP). Work schedule shall be weeknights after office hours and/or whole day on weekends and holidays.

#### VI. LIQUIDATED DAMAGES

SBCorp, as the Procuring Entity, adopts the following provisions for Liquidated Damages from the 2016 Revised Implementing Rules and Regulations or Republic Act No. 9184 (Updated as of 31 March 2021):

1. Annex D, Item 3.1

*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.*

2. Annex E, Items 9.1 to 9.4.2

*9.1. Once the contract duration expires, including any time extension duly granted, and the contractor refuses or fails to satisfactorily complete the work, the Procuring Entity shall impose upon the contractor in default liquidated damages. Liquidated damage is an amount equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.*

*9.2. In computing for liquidated damages, the Procuring Entity determines 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-users and the concerned Procuring Entity.*

*9.3. To be entitled to such liquidated damages, the Procuring Entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the contractor under the contract or collect such liquidated damages from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the Procuring Entity.*

*9.4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity has the following options:*

*9.4.1. Terminate the contract pursuant to the Guidelines on Termination of Contract and forfeit the erring contractor's performance security. After termination, the Procuring Entity may either (i) take over the contract; or (ii) resort to any of other alternative methods of procurement provided under R.A. No. 9184 and its 2016 revised rules and regulations; or*

*9.4.2. Allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however, preclude the Procuring Entity in resorting to Termination of Contract under Annex I of the 2016 Revised IRR of RA No. 9184.*