



# REQUEST FOR QUOTATION (RFQ) No. 410-2021

Procurement Unit

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

Purchase Request No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2021-131 (MISO)	SUPPLY, DELIVERY & INSTALLATION SERVICES: CCTV FACILITY	220,000.00
Purpose:		

Philgeps Posting: Active Date: 11/5/21 Category: Security Surveillance  
 Closing Date: 11/11/21 Reference No.: 815 2416

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Latest Income / Business Tax Return
- Proof of PhilGeps Registration
- Omnibus Sworn Statement
- Brochure, if applicable

TSU Condition of Sale:

1. Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
2. Bid Validity: 120 calendar days from submission of bids
3. Delivery Site: Supply and Property Management Unit, Tarlac State University  
(045) 606-8159 / (045) 982-2605
4. Warranty shall be for a period minimum of three (3) months of expendable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1-14) and eligibility documents is not later than 11/11/21 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [tsucanvassing@gmail.com](mailto:tsucanvassing@gmail.com) / [julietelaineacuna@yahoo.com](mailto:julietelaineacuna@yahoo.com) / [javy\\_carlos@yahoo.com](mailto:javy_carlos@yahoo.com)

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the underperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

**CARLOTA M. MARCOS**  
Head, Procurement Unit

**PRICE QUOTATION**

Date: 11/4/21  
 RFQ No. 410-2021  
 PR No. 2021-131 (MISO)

The Bids and Awards Committee  
 c/o Procurement Unit  
 TSU, Tarlac City  
 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

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

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	lot	<b>SUPPLY, DELIVERY &amp; INSTALLATION SERVICES: CCTV FACILITY</b>	1		
		for Management Information System Office (MISO)			
		Technical Specification:			
		<b>1 unit of 4MP Fixed Turret Network / IP Camera</b>			
		Detailed Specifications: Quality and Branded High quality imaging with 4 MP resolution Efficient H.265+ compression technology Clear imaging against strong backlight due to 130 dB WDR technology Built-in microphone for real-time audio security(-U) Focus on human and vehicle targets classification based on deep learning 24/7 Colorful Imaging, View in color, even in darkness Water and dust resistant (IP67)			

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name Registered : \_\_\_\_\_  
**E-mail Address** : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
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Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Image Sensor: 1/1.8" Progressive Scan CMOS Min. Illumination: 0.0005 Lux @ (F1.0, AGC ON), 0 Lux with Light Shutter Speed: 1/3 s to 1/100,000 s Slow Shutter: Yes P/N: P/N Wide Dynamic Range: 130 dB Angle Adjustment Pan: 0° to 360°, tilt: 0° to 75°, rotate: 0° to 360° Depth of Focus 2.8 mm, 2.5 m to ∞ Lens Type & FOV 2.8 mm, horizontal FOV 109°, vertical FOV 55°, diagonal FOV 138° Aperture: F1.0 Lens Mount: M16 DORI: 2.8 mm, D: 65 m, O: 21 m, R: 13 m, I: 6 m White Light Range: 30 m Smart Supplement Light: Yes Max. Resolution 2688 × 1520 Mainstream 50Hz: 25 fps (2688 × 1520, 1920 × 1080, 1280 × 720) 60Hz: 30 fps (2688 × 1520, 1920 × 1080, 1280 × 720)			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Video Compression Mainstream: H.265/H.264/H.264+/H.265+ Sub-stream: H.265/H.264/MJPEG Third stream: H.265/H.264 Video Bit Rate 32 Kbps to 8 Mbps H.264 Type: Baseline Profile/Main Profile/High Profile H.265 Type: Main Profile H.264+: Mainstream supports H.265+: Mainstream supports Bit Rate Control: CBR/VBR Scalable Video Coding (SVC) Yes Environment Noise Filtering: Yes Audio Sampling Rate: 8 kHz/16 kHz/32 kHz/44.1 kHz/48 kHz Audio Compression: G.711ulaw/G.711alaw/G.722.1/G.726/MP2L2/PCM/MP3 Audio Bit Rate: 64Kbps (G.711ulaw/G.711alaw)/16Kbps (G.722.1)/16Kbps (G.726)/32-192Kbps (MP2L2)/ 8-320Kbps (MP3) Simultaneous Live View Up to 6 channels API ONVIF (PROFILE S, PROFILE G, PROFILE T), ISAPI, SDK			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Protocols TCP/IP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, NTP, UPnP, SMTP, IGMP, 802.1X, QoS, IPv4, IPv6, UDP, Bonjour, SSL/TLS, PPPoE, SNMP User/Host Up to 32 users. 3 user levels: administrator, operator and user Security Password protection, complicated password, HTTPS encryption, IP address filter. Security Audit Log, basic and digest authentication for HTTP/HTTPS, TLS 1.2, WSSE and digest authentication for ONVIF Network Storage MicroSD/SDHC/SDXC card (256 GB) local storage, and NAS (NFS, SMB/CIFS), auto network replenishment (ANR) Day/Night Switch Day, Night, Auto, Schedule Image Enhancement BLC, HLC, 3D DnR Image Parameters Switch Yes Built-in Microphone: Yes On-board Storage Built-in micro-SD/SDHC/SDXC slot, up to 256 GB Hardware Reset Yes Communication Interface 1 RJ45 10M/100M self-adaptive Ethernet port			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Basic Event Motion detection, video tampering alarm, exception (network disconnected, IP address conflict, illegal login, HDD full, HDD error), scene change detection General Function Anti-flicker, heartbeat, mirror, privacy masks, flash log, password reset via e-mail, pixel counter Power Interface Ø 5.5 mm coaxial power plug Material Aluminum alloy body, except for trim ring Screw Material SUS304 Class: Class B Environment CE-RoHS (2011/65/EU); WEEE (2012/19/EU); Reach (Regulation (EC) No 1907/2006) Protection Ingress protection: IP67 (IEC 60529-2013)			
		<b>3 units of 4MP Fixed Mini Bullet Network / IP Camera</b>			
		<u>Detailed Specifications</u> Quality and Branded High quality imaging with 4 MP resolution 24/7 Colorful Imaging, View in color, even in darkness Efficient H.265+ compression technology Clear imaging against strong back light due to 120 dB WDR technology Water and dust resistant (IP67) Robust structure design with full metal materials			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Image Sensor 1/1.8" progressive scan CMOS Min. Illumination Color: 0.0014Lux @ (F1.0, AGC ON), 0 Lux with white light Shutter Speed 1/3s to 1/100,000s Slow Shutter Yes Wide Dynamic Range 120dB Angle Adjustment Pan: 0 to 360°, tilt: 0 to 90°, rotation: 0 to 360° Lens Type 2.8mm, fixed Lens FOV :2.8 mm, horizontal FOV: 102°, vertical FOV: 51°, diagonal FOV: 125° Aperture F1.0 Lens Mount M16 White Light Range 30 m Max. Resolution 2560 × 1440 Main Stream 50Hz: 25fps (2560 × 1440, 2304 × 1296, 1920 × 1080, 1280 × 720) 60Hz: 24fps (2560 × 1440), 30fps(2304 × 1296, 1920 × 1080, 1280 × 720) Video Compression Main stream: H.265+/H.264+/H.265/H.264 Sub-stream: H.265/H.264/MJPEG Third stream: H.265/H.264 Video Bit Rate 32 Kbps to 8 Mbps H.264 Type Baseline Profile, Main Profile, High Profile H.265 Type Main Profile Stream Type Main stream/Sub-stream/third stream Simultaneous Live View Up to 6 channels Scalable Video Coding (SVC) Yes			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		API ONVIF (PROFILE S, PROFILE G). ISAPI, SDK <u>Protocols</u> TCP/IP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, NTP, UPnP, SMTP, IGMP, 802.1X, QoS, IPv6, UDP, Bonjour, SSL/TLS User/Host Up to 32 users. 3 user levels: administrator, operator, and user <u>Security</u> Password protection, complicated password, HTTPS encryption, watermark, IP address filter, basic and digest authentication for HTTP/HTTPS, WSSE and digest authentication for ONVIF, RTP/RTSP OVER HTTPS, Control Timeout Settings, Security Audit Log, TLS 1.2 Network Storage microSD/SDHC/SDXC card (256 GB), local storage and NAS (NFS, SMB/CIFS), ANR Day/Night Switch Day/Night Image Enhancement BLC, HLC, 3D DNR <u>Image Settings</u> Saturation, brightness, contrast, sharpness, AGC, and white balance are adjustable by client software or web browser S/N Ratio >50dB RS-232 RS-232 serial port control On-board Storage Built-in micro-SD/SDHC/SDXC slot, up to 256 GB Hardware Reset Yes Communication Interface 1 RJ45 10M/100M self-adaptive Ethernet port			

Warranty : \_\_\_\_\_

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Sir / Madam:

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

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		<u>Basic Event</u> Motion detection, video tampering alarm, exception (IP address conflict, illegal login, HDD full, HDD error) Premier Protection Intrusion detection, line crossing detection <u>General Function</u> One-key reset, anti-flicker, heartbeat, mirror, password protection, privacy masks, IP address conflict, flash log Software Reset Yes <u>Linkage Method</u> Upload to FTP/NAS/memory card, notify surveillance center, send email, trigger capture Power interface $\Phi$ 5.5 mm coaxial power plug Material: Metal Environment CE-RoHS (2011/65/EU); WEEE (2012/19/EU); Reach (Regulation (EC) No 1907/2006) Environment CE-RoHS (2011/65/EU); WEEE (2012/19/EU); Reach (Regulation (EC) No 1907/2006)			

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Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		<b>1 unit of 43-Inch UHD 4K Smart TV</b>  <u>Detailed Specifications</u> Product Type: LED, Series: 7, Screen Size: 43" Resolution: 3,840 x 2,160 Picture Engine: Processor 4K PQI (Picture Quality Index): 2000 HDR (High Dynamic Range): HDR HDR 10+ Support HLG (Hybrid Log Gamma): Yes Contrast: Mega Contrast Micro Dimming: UHD Dimming Contrast Enhancer: Yes Auto Motion Plus: Yes Film Mode: Yes Natural Mode Support: Yes Dolby Digital Plus: Yes Sound Output (RMS): 20W Speaker Type: 2CH Multiroom Link: Yes Bluetooth Audio: Yes Operating System: Tizen™ Web Browser: Yes SmartThings App Support: Yes Gallery: Yes Mobile to TV - Mirroring, DLNA: Yes Mobile Tap Mirroring: Yes Remote Access: Basic Bluetooth Low Energy: Yes			

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		WiFi Direct: Yes, TV Sound to Mobile: Yes Sound Mirroring: Yes, Analog Clean View: Yes Digital Broadcasting: DVB-T2 (*VN: DVB-T2C) Analog Tuner: Yes Data Broadcasting: HbbTV2.0.2 (SG Only) TV Key Support: Yes, HDMI: 3, USB: 1 Ethernet (LAN): Yes Digital Audio Out (Optical): 1 RF In (Terrestrial / Cable input / Satellite input): 1/1(Common Use for Terrestrial)/0 HDMI A / Return Ch. Support: Yes, eARC: Yes HDMI Quick Switch: Yes Wireless LAN Built-in: Yes (WiFi5), Bluetooth: Yes (BT4.2) Anynet+ (HDMI-CEC): Yes, Design: New Bezel-less Bezel Type: 3 Bezel-less, Slim Type: Slim look Front Color: TITAN GRAY Stand Type: SLIM FEET, Stand Color: TITAN GRAY Adaptive Sound: Adaptive Sound Brightness/Color Detection: Brightness Detection Accessibility - Others Enlarge / High Contrast / Color Inversion / Grayscale / Sign Language Zoom / Multi-output Audio / Slow Button Repeat			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Digital Clean View: Yes, Auto Channel Search: Yes Auto Power Off: Yes, EPG: Yes Filmmaker Mode (FMM): Yes OSD Language: Local Languages BT HID Built-in: Yes, USB HID Support: Yes Teletext (TTX): Yes, Time Shift: N/A IPv6 Support: Yes, MBR Support: Yes Eco Sensor: Yes, Energy Efficiency (NEA): 4 Power Supply: AC100-240V 50/60Hz Accessory Remote Controller Batteries (for Remote Control): Yes Mini Wall Mount Support: Yes Vesa Wall Mount Support: Yes User Manual: Yes, E-Manual: Yes, Power Cable : Yes			
		<b>1 unit of Network Video Recorder with 4 pcs of 6TB Surveillance HDD</b>			
		NVR detailed specifications Key features •H.265+/H.265/H.264+/H.264 video formats •Up to 16/32-ch IP camera inputs •Up to 1-ch@32 MP/2-ch@12 MP/16-ch@1080p decoding capacity •Up to 160/256 Mbps incoming bandwidth			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		IP Video Input 16-channels, Up to 12MP resolution Incoming bandwidth 160 Mbps Outgoing bandwidth 256 Mbps HDMI 1 output: 4K (3840 × 2160)/60Hz, 4K (3840 × 2160)/30Hz, 1920 × 1080/60Hz, 1600 × 1200/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz HDMI 2 output: 1920 × 1080/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz VGA output 1920 × 1080/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz Video output mode HDMI1/VGA simultaneous output, HDMI2/VGA independent output CVBS output 1-ch, BNC (1.0 Vp-p, 75 Ω), resolution: PAL: 704 × 576, NTSC: 704 × 480 Audio output 1-ch, RCA (Linear, 1 KΩ) Two-way audio input 1-ch, RCA (2.0 Vp-p, 1 KΩ, using the audio input) Decoding format H.265+/H.265/H.264+/H.264/MPEG4 Recording resolution 32 MP/24 MP/12 MP/8 MP/6 MP/5 MP/4 MP/3 MP/1080p/UXGA/720p/VGA /4CIF/DCIF/2CIF/CIF/QCIF Synchronous playback 16-ch Capability 1-ch@32 MP (30 fps)/2-ch@12 MP (20 fps)/4-ch@8 MP (25 fps)/8-ch@4 MP (30 fps)/16-ch@1080p (30 fps)			

Warranty : \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Dual stream recording Support Stream type Video, Video & Audio Audio compression G.711ulaw/G.711a:aw/G.722/G.726 Remote connections 128 Network protocol TCP/IP, DHCP, IPv4, IPv6, DNS, DDNS, NTP, RTSP, SADP, SMTP, SNMP, NFS, iSCSI, ISUP, UPnP™, HTTP, HTTPS Network interface 2, RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface Serial port 1 RS-485 (half-duplex), 1 RS-232 SATA 4 SATA interfaces Capacity Up to 10 TB capacity for each disk Alarm in/out 16/4 USB interface Front panel: 2 × USB 2.0; Rear panel: 1 × USB 3.0 Power supply 100 to 240 VAC, 50 to 60 Hz Chassis 19-inch rack-mounted 1.5U chassis FCC Part 15 Subpart B, ANSI C63.4-2014 CE EN 55032:2015, EN 61000-3-2, EN 61000-3-3, EN 50130-4			
		<u>Surveillance Hard Disk Drive detailed specifications</u> •Engineered specifically for surveillance security systems. •Tuned for write-intensive, low bit-rate, high stream-count workloads typical to most surveillance applications. •AI technology delivers additional enhancements and higher workload rate for AI-enabled recorders, systems, and solutions. •Tarnish-resistant components			

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name Registered : \_\_\_\_\_  
 E-mail Address : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_

### PRICE QUOTATION

Date: 11/4/21  
 RFQ No. 410-2021  
 PR No. 2021-131 (MISO)

The Bids and Awards Committee  
 c/o Procurement Unit  
 TSU, Tarlac City  
 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

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

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
		Formatted Capacity: 6TB Form Factor: 3.5-inch Advanced Format: Yes Cameras Supported: up to 64 Tarnish Resistant Components: Yes Interface transfer rate (max) Buffer to Host: 6 Gb/s Host to/from drive (sustained): 194MB / s Cache (MB): 128 RPM: 5,640 Load / unload cycles: 300,000 Annualized workload rating: 180TB/yr			
		<b>Additional Requirements</b>			
		<ul style="list-style-type: none"> <li>•Installation and other materials included (junction boxes, cables, and other roughing in materials)</li> <li>•IP Cameras should have at least 2 years warranty</li> <li>•NVR and HDDs should have at least 3 years warranty.</li> <li>•Smart TV should have at least 2 years warranty.</li> <li>•Workmanship should have at least 5 years warranty.</li> <li>•Product must be sold by an authorized partner / reseller of the product being offered. Present certificate of partnership signed by the product's brand authorized personnel. This is to ensure the authenticity of the product being offered and have access to official support of the brand.</li> <li>•Conduct testing prior acceptance of the project.</li> </ul>			

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name Registered : \_\_\_\_\_  
 E-mail Address : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_



Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8152416  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Supply, Delivery & Installation Services: CCTV Facility  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 410-2021	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Security Surveillance and Detection Equipment	<b>Date Published</b>	05/11/2021
<b>Approved Budget for the Contract:</b> PHP 220,000.00	<b>Last Updated / Time</b>	04/11/2021 11:42 AM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	11/11/2021 13:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157  julietelaineacuna@yahoo.com		

**Description**

For MISO use.

**Line Items**

Item no.	Product/Service name	Unit	Qty	Lot	Unit Price (PHP)
1	Supply, Delivery & Installation Services: CCTV Fac	for Management Information System Office (please see attached specification)	1	Lot	220,000.00

**Other Information**

The bidders must download the attached documents in the associated components section.

**Created by** Juliet Elaine Acuna  
**Date Created** 04/11/2021

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directed to the contact person/s of the concerned party.