Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Attention: _____

Date: September 14, 2026
Quotation #: PS 026-09-069
ABC: ₱670,696.03

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	**SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION AND COMMISSIONING OF THE STRUCTURED CABLING SYSTEM FOR THE OSG RELOCATED OFFICES AT CONVERGYS ONE BUILDING** **I. PROJECT REQUIREMENT** The Contractor shall provide all necessary labor, materials, tools, equipment, transportation, supervision, and other incidental requirements for the complete installation, termination, testing, commissioning, and documentation of the structured cabling system for the OSG relocated offices at Convergys One Building. **II. QUANTITY** Network Nodes: Fifty-three (53) nodes **III. SCOPE OF WORK** The Contractor shall undertake the following: **1. Raceway / Conduit Installation** Supply, installation, and layout of new LAN cable raceways using aluminum split tubing and/or Electrical Metallic Tubing (EMT) pipes from the existing network rack to the designated workstation and Wireless Access Point (AP) locations, including all necessary supports, boxes, fittings, fasteners, and other accessories. All cable trays, conduits, supports, and hangers shall be securely and permanently anchored to the ceiling or other approved structural surfaces and shall be installed in accordance with applicable building requirements and accepted installation practices. **2. LAN Cabling for APs, VoIP Phones, and Photocopier** Supply, installation, termination, and testing of forty-one (41) runs of new Category 6 (Cat 6) Unshielded Twisted Pair (UTP) cable to the designated locations for Wireless Access Points (APs), VoIP phones, and photocopier/networked devices. **3. Uplink Cabling** Supply, installation, termination, and testing of two (2) runs of new Category 6 (Cat 6) UTP cable for uplink connectivity from the CMS data cabinet to the 7th Floor Server Room **Note:** The required cable type and configuration for the uplink/backbone connection shall be subject to confirmation and approval by the OSG ICT/technical representative prior to installation. **4. Data Cabinet-to-Data Cabinet Connections** Supply, installation, termination, and testing of eight (8) runs of new Category 6 (Cat 6) UTP cable for data cabinet-to-data cabinet connections. **5. Biometric System and Guard VoIP Phone** Supply, installation, termination, and testing of two (2) runs of new Category 6 (Cat 6) UTP cable for the biometric system (HRDM) and Guard VoIP phone, respectively, with termination at the HRMD and Diaz data cabinets, respectively. Note: The proper designation/acronym of the HRDM/HRMD location shall be confirmed by the OSG ICT/technical representative prior to installation. **6. Termination, Labeling, Testing, and Commissioning** The Contractor shall perform complete termination, labeling/tagging, testing, and commissioning of all installed network cables and connectivity points. All installed cable runs shall be tested using a Fluke cable tester or equivalent approved testing equipment. One hundred percent (100%) of the installed cable runs shall be tested. The Contractor shall submit the corresponding cable test results/reports upon completion of the installation. Any cable run that fails the required test shall be corrected, repaired, or replaced and retested by the Contractor at no additional cost to the Procuring Entity.	1	lot			

7. Engineering Documentation and As-Built Plans

The Contractor shall prepare and submit complete engineering documentation, including as-built plans/drawings showing the final installed cable routes, cable identification numbers, termination points, data cabinets, network nodes, and other relevant network infrastructure.

The Contractor shall also submit the following upon completion, as

- Cable schedule;
- Cable/node identification and labeling schedule;
- Port/termination assignment;
- Fluke cable test results;
- As-built drawings/plans;
- List of materials installed; and
- Other turnover documents reasonably required by the OSG

IV. OTHER TECHNICAL REQUIREMENTS

1. Existing Network Rack

The existing rack for the network switch and cable manager shall be reused.

The Contractor shall inspect the existing rack prior to installation and shall ensure that all newly installed cables are properly routed, dressed, secured, labeled, and organized within the existing rack and cable management system.

2. Network Backbone / Home Run

The home run for network connectivity and backbone/network resource access shall terminate at the OSG Convergys Data Center located on the 7th Floor.

3. Wireless Access Points and Data Nodes

The home runs for all Wireless Access Points (APs) and data nodes shall terminate at the existing edge network switch of the respective division/service.

4. Cable and Port Labeling

All data outlets/jacks, patch panels, frames, and cable ends shall be clearly and consistently labeled.

Labels shall be durable, tamper-resistant, legible, and machine-printed using an appropriate label maker. The cable identification shall be consistent at both ends of each cable run and shall correspond with the submitted cable schedule/as-built documentation.

5. Cable Routing and Workmanship

The Contractor shall ensure that all cables are properly routed, supported, dressed, and protected from physical damage.

Cables shall be installed in a neat and orderly manner and shall not be left loose, exposed, or improperly supported.

The Contractor shall observe proper separation of network/data cables from electrical/power cables and shall comply with applicable building and installation requirements.

6. Building and Site Requirements

The Contractor shall comply with all applicable building rules, safety regulations, access requirements, work permits, and other requirements imposed by the building administration/property management of Convergys One Building.

The Contractor shall be responsible for the protection of existing facilities, equipment, furniture, fixtures, and other property during the installation.

Any damage caused by the Contractor during the performance of the works shall be repaired or restored by the Contractor at no additional cost to the Procuring Entity.

The Contractor shall maintain the work area in a clean and orderly condition and shall remove all debris, excess materials, and installation waste upon completion of the work.

V. SITE INSPECTION / OCULAR INSPECTION

Prospective bidders are advised to conduct an ocular/site inspection prior to submission of their quotation to familiarize themselves with the actual site conditions, existing network infrastructure, data cabinets, cable routes, installation locations, building requirements, and other conditions that may affect the implementation of the project.

The Contractor shall be deemed to have considered all site conditions necessary for the proper and complete performance of the works in preparing its quotation.

VI. MATERIALS AND INCIDENTAL REQUIREMENTS

Unless otherwise specified, the Contractor shall supply all materials, consumables, tools, equipment, accessories, fasteners, supports, fittings, and other incidental items necessary for the complete and proper installation, testing, commissioning, and turnover of the structured cabling system.

All materials shall be new, unused, suitable for the intended application, and compliant with the required technical specifications and applicable standards.

The Contractor shall ensure compatibility of all newly installed components with the existing network infrastructure.

VII. TESTING, COMMISSIONING, AND ACCEPTANCE

The completed structured cabling system shall be subject to inspection, testing, and commissioning by the OSG ICT/authorized technical representative.

Final acceptance shall be subject to:

1. Completion of all required cable installations and terminations;
2. Successful testing of all installed cable runs;
3. Proper labeling and identification of all network connectivity points;
4. Proper organization and dressing of cables at the data cabinets;
5. Successful commissioning of the installed network connectivity;
6. Submission of complete test results and required documentation; and
7. Submission of the final as-built plans/drawings.

Any deficiencies identified during inspection or testing shall be corrected by the Contractor at no additional cost to the Procuring Entity.

VIII. WARRANTY

The Contractor shall provide a warranty covering defects in workmanship and installed materials attributable to the Contractor's work, subject to the applicable warranty requirements of the Procuring Entity.

Any defective cable, termination, connector, component, or installation identified during the applicable warranty period shall be repaired or replaced by the Contractor at no additional cost to the Procuring Entity.

IX. COMPLETION PERIOD

The Contractor shall complete the project, including installation, termination, testing, commissioning, and submission of all required documentation, within forty-five (45) calendar days from receipt of the Purchase Order.

X. SUMMARY OF CABLE RUNS

Description	Quantity
LAN cable runs for APs, VoIP phones, and photocopier/networked devices	41 runs
Uplink from CMS data cabinet to 7th Floor Server Room	2 runs
Data cabinet-to-data cabinet connections	8 runs
Biometric system and Guard VoIP phone	2 runs
TOTAL	53 runs

(Price Vat-Included)

Delivery Period: _____
Warranty: _____
Price Validity: _____

_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
   a. [ ] Mayor's / Business Permit
   b. [ ] PhilGEPS Registration Number: _____
      Membership: [ ] Platinum [ ] Red
   c. [ ] Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

SONNY B. BERMUDEZ / FATHIA K. KARIM / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Tel: (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph