

PROJECT : SUPPLY, DELIVERY, INSTALLATION, TESTING OF ONE (1) LOT – BIOMETRICS SYSTEM
LOCATION : DBP IRIGA BRANCH
SUBJECT : TERMS OF REFERENCE

The Project shall cover the materials for the supply, delivery, installation, testing One (1) lot – Biometrics System.

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

I. APPROVED BUDGET FOR THE CONTRACT (ABC):

ONE HUNDRED THOUSAND PESOS (Php 100,000.00)

ITEM	TOTAL COST
Supply, delivery, installation, testing of One (1) lot – Biometrics System with PC	₱100,000.00
TOTAL	₱100,000.00

*Inclusive of delivery, installation, and taxes

II. Technical Specification

Biometrics System

- Fingerprint Capacity : 1,000 (2,000 without SSR)
- ID Card Capacity : 1,000 (Optional)
- Communication : TCP/IP, USB Flash Disk
- Sensor : ZK Version
- Standard Function: Work Cord, SMS, DST, Self Service Query, Automatic Status Switch, Scheduled Bell, T9 Input Digit User ID, Built-in Battery, Simple Access Control
- Dimension : 185mm (L) x 140mm (W) x 30mm (H) – minimum

Minimum Computer Specifications

Operating Systems	Microsoft Windows 10 Home, Professional or Enterprise 64-bit versions
CPU	64-bit Processor (x86-64), running at 2GHz or Higher
RAM	2 GB or Higher
Software Installation	USB 2.0 or USB 3.0 Port for connection of Biometrics Ltd USB flash drive containing the operating software
Graphics	Windows compatible dedicated video

	card with 2 GB minimum GDDR5 vRAM (100% DirectX compatible) with WDDM Driver. Important Note: Onboard / Integrated Graphics / Hybrid Chipsets are NOT supported
Sound	Windows compatible sound card (100% DirectX compatible) and Speakers
Optical Drive	Windows compatible CD-Rom / DVD-Rom
Hard Drive	700Mb free disk space for installation. Patient Save Files will require more space
Input	100% Windows compatible mouse / pointing device and keyboard
Display	SVGA Monitor / Screen. Minimum screen resolution 1024 x 768 pixels
Hardware Connectivity	X4 and DG1: USB 2.0 or USB 3.0 Port for connection of Biometrics Ltd USB hardware E3000 or CX4: Dedicated serial port (RS232) for connection of Biometrics Ltd serial hardware
Output	Parallel, USB 2.0 or USB 3.0 port for Printer
Other Software	Adobe Acrobat Reader for use with the Biometrics Ltd PDF Report Output

III. SCOPE OF WORKS

The Contractor shall hold all the obligations, duties, and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the Contractor, including all labor, materials, equipment and services, other incidentals, and furnishings thereof in accordance with the drawings, specifications and all addenda required by DBP.

C. SURVEYS AND MEASUREMENT

- Contractor shall conduct actual inspection/survey and must verify all measurements at site and check the correctness of equipment location indicated.

D. SUPERVISION OF THE PROJECT

- The Contractor shall be responsible for the provision of all necessary foundations, supports, pads, bases, hangers, stiffeners, and other consumables required for the **Biometrics System** during its installation.

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A. OTHER REQUIREMENTS

1. Workers should wear their company uniform and I.D.
2. The Contractor shall be fully responsible for the safety of his men (and will be provided Personal Protective Equipment) and clearly understands and agree that no employer-employee relationship shall exist between the Contractor's men and the DBP. Any damage caused by the Contractor or his men to any property of the DBP or injury or death to a third party shall be the sole responsibility of the contractor and the latter shall pay the cost or shoulder the burden thereof.
3. The DBP shall be free and made harmless from any and all kind of claims, damages, liabilities arising from the Contractor's non-compliance with the requirement of the Workmen's compensation, Social Security and other labor laws.
4. The Contractor must comply to all required safety protocol of Local Government and other required COVID 19 precautions within the building premises.
5. DBP is an ISO 14001 certified Bank, and the Contractor is required to observe and abide by its rules and regulations. Upon completion of works, the contractor shall remove/dispose all trash, debris, temporary structures, surplus materials including hazardous waste that should be placed in appropriate container before leaving the premises.
6. All work and services provided for under this Agreement are to be performed during regular working hours on regular working days. Additional cost incurred in carrying out work outside such times will be charged as extra for the overtime premium hours.
7. The Contractor shall provide technical training/manuals to personnel during the operation of the equipment and for emergency purposes.

B. COMPLETION PERIOD

- The Contractor shall complete all works within **sixty (60) calendar days** after the receipt of Purchase Order or Notice to Proceed.
- After the completion of project, the winning Bidder shall conduct actual testing before the acceptance of the Project.

C. WARRANTY

- The Contractor shall warrant that the goods subject of the Purchase Order is free from latent defects which are not apparent during the inspection and testing periods.
- In order to assure that manufacturing defects shall be corrected by the Contractor, a warranty shall be required from the Contractor for a minimum period of one (1) year. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent at least five percent (5%) of the final payment, or a special bank guarantee equivalent to at least five percent (5%) of the contract price or either such amount if so specified. The said amounts shall only be released after the lapse of the warranty period of

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one (1) year; provided, however, that the Goods delivered are free from patent and latent defects and all the conditions imposed under this contract have been fully met.

D. PAYMENT

Payment shall be processed only upon issuance of Certificate of Acceptance by DBP, which Certificate of Acceptance will be based on completion of project.

E. LIQUIDATED DAMAGES

The Contractor must pay DBP liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed goods scheduled for delivery for every day of delay. The liquidated damages will be imposed until such goods are finally delivered and accepted by DBP.

In no case shall the total sum of liquidated damages exceed ten percent (10%) of the contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Prepared by:


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Per Office Order No. 234 dated 01 July 2021