

REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **TALLYGENICOM T682, 2000 LPM LINE MATRIX PRINTER MAINTENANCE AND SUPPORT SERVICES**
SVP-2022-138

Approved Budget for the Contract: ₱140,350.00 inclusive of all taxes and other charges.

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of 30 May 2022.**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
 - Mayor's/Business Permit;
 - Certificate that the vendor is an Authorized provider of Tally Genicom T6820 Line Printer issued by the principal.

AND

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

OR

- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

Tallygenicom T6820, 2000 Line Matrix Printer Maintenance and Support Services

TECHNICAL SPECIFICATIONS

I. BACKGROUND

The TallyGenicom T6820 Line Printer is presently being used by the Foreign and Domestic Settlement and Operations Department (FDSOD) for the printing of various SWIFT inward and outward messages.

II. PERIOD COVERAGE

The maintenance and support services for one (1) year or from June 8, 2022 to June 7, 2023.

III. VENDOR REQUIREMENTS

1. BAC Documentary Requirements in compliance to the Government Procurement Law as per latest Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 under Section 53.9:

- a. Valid and Current PhilGEPS Registration/Certificate
- b. 2022 Business or Mayor's Permit
- c. Updated Income Tax Return (ITR)
- d. Updated and Notarized Omnibus Sworn Statement
- e. Updated and Notarized Secretary's Certificate
- f. Updated Letter or Certificate that the vendor is an authorized provider of TallyGenicom T6820 Line Printer issued by the principal.

2. Documents required before contract implementation:

Vendor must open/maintain a Savings Deposit Account with DBP where payments shall be credited within fifteen (15) calendar days from issuance of Notice of Award (NOA).

IV. MAINTENANCE AND SUPPORT SERVICES INCLUSIONS

1. Preventive Maintenance which will be done on a quarterly basis:
 - General cleaning of the whole system (inside and out)
 - Diagnostic of the whole system to check for possible hardware malfunction and to restore it to working condition.
2. Remedial service calls are on a on-call basis. Engineer/s will be provided within 24 hours during working days upon receipt of service request. The schedule of the services is from Mondays to Fridays, 8:30am to 5:30pm, excluding holidays.

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V. TERMS AND CONDITIONS

1. DBP shall have priority in the service units in case defective unit cannot be repaired immediately.
2. Regular Preventive Maintenance Service Schedule during the Contract Period shall be set by the parties of the same week every quarter, with the specific week established upon the commencement of this Contract. Client shall confirm the preferred day of the scheduled week, at least one week in advance. Both parties are entitled to maximum of one (1) rescheduling due to unforeseen circumstances.
3. Upon your approval of the agreement a free inspection shall be conducted on each of the units to be covered. Units that are defective shall be repaired or restored to working condition prior to the execution of the Maintenance Agreement and client shall be billed for the labor and parts separately.
4. Vendor to issue/submit preventive maintenance report which would confirm that the maintenance services will be completed every after quarter during the period coverage.

VI. APPROVED BUDGET

The Approved Budget for the Contract (ABC) is One Hundred Forty Thousand Three Hundred Fifty Pesos (P140,350.00) VAT inclusive.

VII. PAYMENT

DBP shall pay the corresponding contract price *on a quarterly basis* to the Vendor via credit to its deposit account within Fifteen (15) calendar days from receipt of the Vendor's Sales Invoice and submission of the documentary requirements as enumerated under this Technical Specifications, if any, subject to the usual government audit/accounting/procurement policies, provided the Vendor has generated a positive performance assessment to be conducted by DBP in accordance with established metrics.

VIII. PERFORMANCE BOND

The vendor is required to submit a performance security in any of the following forms and percentages:

Form of Performance Security	Minimum % of Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank	
Surety Bond callable upon demand issued by a surety or insurance company together with certificate issued by Insurance Commission certifying the surety or insurance company is authorized to issue such surety bond	Thirty percent (30%)

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The Performance Security shall be effective for one (1) year or from June 8, 2022 to June 7, 2023. The said amount shall only be released after the lapse of the contract period, provided that DBP has no claims filed against the supplier/vendor and that all the conditions imposed under the contract have been fully met.

In the event of any extension of the Agreement, the Performance Security shall be renewed accordingly, provided that the extension is mutually agreed upon by both Parties. The amount of the Warranty Security for the subsequent contract term/extension period shall be determined subject to the terms and conditions of the said extension.

IX. NON-DISCLOSURE CONDITION

The vendor shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of this Technical Specifications. In the same manner, the responses to the Technical Specification which shall be specified as confidential shall not be disclosed to any third party.

1. Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use hereof other than for the purpose of this project.
2. After completion of the project, all materials, data, proprietary information and other related documents provided to the winning vendor and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning vendor undertake that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.
4. This confidentiality obligation shall survive even after the termination of the contract.
5. The winning vendor shall, likewise, oblige the provider to be bound by this confidentiality contract.
6. The winning vendor's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP for claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.
7. A Non-Disclosure Agreement between DBP and the winning vendor will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.

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X. Liquidated Damages

If the Vendor fails to satisfactorily perform the services within the period(s) specified in the Agreement inclusive of duly granted time extensions if any, DBP shall, without prejudice to its other remedies under the Agreement and under applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of 1/10 of 1% of the cost of the unperformed portion for every day of delay until actual delivery or performance.

The maximum deduction shall be 10% of the amount of Agreement. Once the maximum amount of liquidated damages reaches ten percent (10%), DBP may rescind or terminate the Agreement, without prejudice to other courses of action and remedies open to it.

XI. OGCC Review

The Parties acknowledge that this Agreement is still subject to the review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the parties agree to amend/ restate the Agreement, including all its amendments that have been reviewed and negotiated, to incorporate the comments/ revisions, if any, of the Office of the Government Corporate Counsel (OGCC), with effect from the date of signing thereof.