



REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF FIVE (5) UNITS TIME AND DATER MACHINE

Procuring Entity : DBP Head Office
 Solicitation Number : P-OHDLS-23-00100
 Date of Posting/Canvass : 04/29/2023
 Deadline of Submission : 05 /04/2023 (1:00 PM)
 Approved Budget for the Contract (ABC) : ₱160,000.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Technical Specifications for details and other conditions.			
(Please submit formal quotation)			

Please be guided by the following:

1. All entries in the proposal formal quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- **Proof of PhilGEPS Registration;**
- **Mayor's/Business permit for the current year;**
- Omnibus Sworn Statement (For ABC's above P50K);
- Secretary's Certificate (For supplier under partnership/corporation)
- Business/Income Tax Return (For ABC's above P500K);
- Samples/Brochure/Data Sheet, as necessary and/or **other documents as specified in the TOR / SOW / TS.**

For submission of proposal and any inquiry, you may contact the following personnel:

EMMA B. CASTRO / ebcastro@dbp.ph / 8818-9511 local 2603 Direct Line: 8812-9428

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____

Authorized Signatory: _____ **Date:** _____
Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES (DBP)

TECHNICAL SPECIFICATIONS

Supply and Delivery of Five (5) Units Time and Dater Machine – Small Value

I. **Approved Budget for the Contract:** ₱160,000.00 at ₱32,000.00 per unit (*inclusive of VAT/applicable taxes*)

II. **Technical Specifications:** (per attached specifications)

III. **Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. Supplier shall provide on-site staff orientation/training for operation and maintenance of machine after delivery and upon confirmation of schedule by DBP, prior to payment.
4. **Delivery Period:** The Supplier shall deliver the items within fifteen (15) calendar days after receipt of the Notice to Proceed (NTP).
5. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Mngt. Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
6. Interested Supplier/s must submit the following:

a) Proposal/Quotation	b) Proof of PhilGEPS Registration	c) 2023 Mayor's/Business Permit
d) Omnibus Sworn Statement	e) Signed Request for Quotation (RFQ)	f) Secretary's Certificate (<i>For supplier under partnership/corporation</i>)
g) Brochure or data sheet for the brand and model of the Time and Dater Machine being offered to prove compliance to the required technical specifications		

IV. **Warranty and Retention:**

1. ~~The Supplier warrants that the items supplied under the Contract are new, unused, of the most recent or current models except when the Technical Specifications required by DBP provides otherwise.~~
2. The Supplier further warrants that all items supplied under this Contract shall be free from defects.
3. **Warranty:** At least one (1) year warranty on parts and services upon receipt of units by DBP.
4. The obligation of the warranty shall be covered by a retention money equivalent to 3% of the total contract price. The retention money shall only be released after one (1) year after issuance of Certificate of Completion/Acceptance. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
5. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective item or parts thereof, without cost to the Bank.

V. **Payment:**

1. Payment shall be processed after completion of delivery and subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

Prepared by:

SIGNED
AM RODEL C. GAYO
Head, CAPEX Team, PU-PIMD

Recommended by:

SIGNED
MGR. RAYMOND Q. CHANYONGCO
Acting Head, PU-PIMD

Approved by:

SIGNED
VP FE B. DE LA CRUZ
Head, PIMD

TECHNICAL SPECIFICATION
TIME AND DATE STAMP MACHINE

I. Technical Specification:

- Electronic time and date stamp
- Two (2) line printing by one action
- Clock Display
- With Back-up Battery for printing during power failure
- Time Format : 12 / 24 Hours
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- Custom comment setting
- Lighted print and back-lit graphic display
- Power : 208-240Volts



Prepared by:

SIGNED

ENGR. MARK CHRISTIAN C. SEGURITAN
RMU-CFMD

Noted by:

SIGNED

AVP JOSE C. DELA FUENTE
Acting Head-CFMD
Per Office Order No. 276 dated 06/27/22