



## REQUEST FOR QUOTATION (RFQ)

### **ATM ID Chip Card, Customized Design**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CARDS\_ATM-23-00290  
Date of Posting/Canvass : 06/02/2023  
Deadline of Submission : 06/06/2023 (2:00PM)  
Approved Budget for the Contract (ABC) : ₱ 74,166.40

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached <b>Terms of Reference</b> for details and other conditions.			

**Please be guided by the following:**

1. All entries in the proposal/quotations 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:**

- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- 2023 Mayor's / Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for supplier under Partnership/Corporation);
- Signed Request for Quotation & Technical Specifications

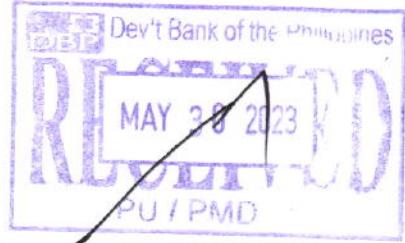
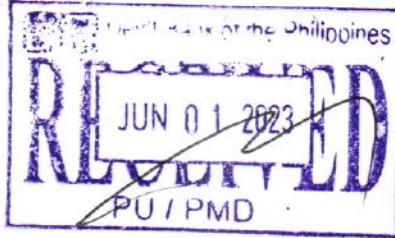
For submission of proposal and any inquiry, you may contact the following personnel:

**MELBA V. BERMUDEZ / mvbermudez@dbp.ph / 8818-9511 local 2625 / 0905-941-6120**

*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

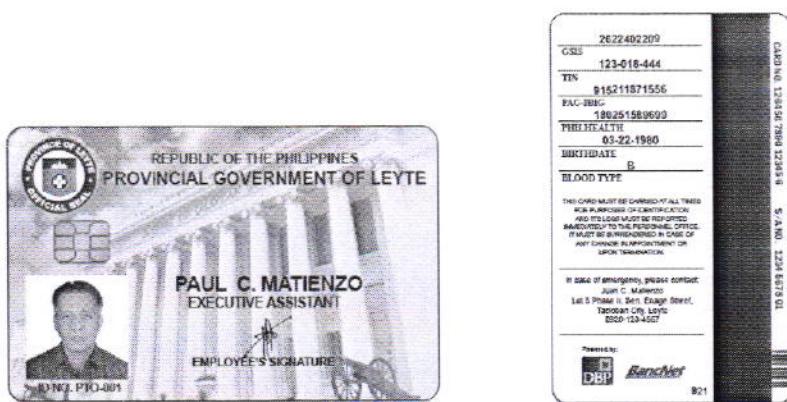
TERMS OF REFERENCE  
Mode of Procurement: SMALL VALUE PROCUREMENT

**Supply and Delivery of 352 ATM ID Chip Card, Customized Design**  
ABC: Php 74,166.40 at PhP210.70 per unit (Inclusive of VAT)

**CARD SPECIFICATIONS**

Maximum Quantity	EMV ATM ID Cards	Unit Cost (VAT-inclusive)	Approved Budget for the Contract
352pcs	<p><b>Card Supply and Production</b></p> <ul style="list-style-type: none"> <li>- Dimensions: 85.60 x 53.98mm rounded corners confirming to ANSI and ISO specifications</li> <li>- 0.76mm PVC white regular material (30 mil) / laminated</li> <li>- Magnetic Stripe: Hi-Coercivity 2750 Oe</li> <li>- Back: with BancNet and DBP logos</li> <li>- Colors: Full color offset printing (front and reverse), Ultraviolet element</li> <li>- Must conform to ISO standards</li> <li>- Signature Panel and CVV box</li> <li>- DBP and BancNet Logo</li> <li>- Contact Chip: Gold/Silver chip, 8KB/16KB minimum memory, BancNet branding guidelines and security features, EMV-compliant with BancNet Specifications including Visa Integrated Circuit Card Specification (VIS) CVNs: 10, 18, 22</li> <li>- RFID Chip: Read Only Contactless 125KHz ID</li> </ul> <p><b>Card Personalization</b></p> <ul style="list-style-type: none"> <li>- Data processing, EMV chip personalization, magstripe encoding</li> <li>- Drop On Demand Printing of variable data, colored photo and employee's signature</li> <li>- RFID encoding for ATM ID purposes</li> <li>- Colors: Full color offset printing (front and reverse); Please refer to ID design</li> <li>- No data encoding in the Mifare 1KB chip</li> </ul>	₱210.70 on demand per unit price	₱74,166.40 total for the entire project

## CARD DESIGN (Refer to attachment for complete details)

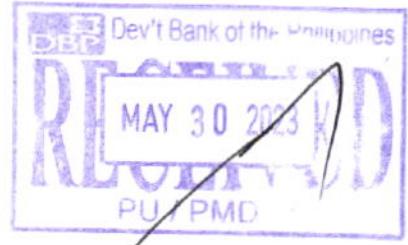


### I. CARD SUPPLY AND PRODUCTION

- 1) Vendor shall produce, manufacture and ascertain card supply in compliance with the DBP ATM ID card technical specifications (refer to above table).
- 2) Within two (2) calendar days upon conformance of the Purchase Order (PO) by the Supplier, DBP shall give the card artwork/design in digital format, embossing file format and templates.
- 3) Within two (2) calendar days from receipt of card design from DBP, Supplier shall furnish the Bank with the printed card layout in full color, actual card proof.
- 4) The EMV Plastic Card produced and personalized by the Supplier must pass Chip Card Personalization Validation (CCPV) Testing conducted by FIME (for BancNet/proprietary cards). Card Supplier shall shoulder all costs for the CCPV.
- 5) Within two (2) calendar days upon conformance of the PO, the Supplier shall perform Secure File Transfer Protocol (SFTP) Set-up and test connectivity with DBP's E-Channels Operations Department and Information Security Office (ISO); a Certificate of Connectivity shall be executed upon completion of SFTP setup.

### II. CARD PERSONALIZATION

- 1) The Supplier must comply with the required Philippine Domestic EMV Specification and conduct the following activities (as applicable): Key Exchange Ceremony, Conduct joint testing with DBP for EMV Card Personalization and Personalization of test cards.
- 2) Card Personalization for EMV Cards includes:
  - a) EMV chip data loading
  - b) Magnetic stripe encoding
  - c) Full color offset printing
  - d) RFID Encoding
  - e) Testing and validation
- 3) The Supplier's Personalization Bureau will safe keep the blank EMV cards in their vault at no cost to the Bank; retrieval of EMV cards shall only be allowed upon receipt of request for card personalization from DBP's E-Channels Operations Department authorized personnel.
- 4) The Supplier shall in no case retain any copy (soft and/or hard) of the Bank's embossing file after card personalization. All records or any data submitted by DBP's E-Channels Operations Department shall be treated as highly confidential.



### III. KITTING SERVICES

- 1) The approved kitting collateral (carrier and envelope) designs shall be provided by the DBP Cards and ATM Department to the supplier upon receipt of the PO.
- 2) The Supplier shall perform the following kitting services:
  - a) Printing of specific information on card carrier/welcome letter
  - b) Attachment of card on letter using non-abrasive/gum label adhesive; accurate matching of card to corresponding welcome letter
  - c) Folding of card carrier/welcome letter
  - d) Inserting of card carrier/welcome letter and other marketing materials (if any) which shall not exceed three (3) one-page fliers or one (1) three-fold brochure
  - e) Proper and secure sealing of envelope
  - f) Sorting per branch OR as specified
- 3) Printed and paper materials such as, but not limited to, window-type envelopes, marketing collaterals, card carrier/welcome letter and the like shall be provided by DBP. Inventory reporting of all printed and paper materials used shall accompany all card deliveries.
- 4) Allowance for spoilage/error for printed and paper materials is set at a maximum of 1%. Anything in excess shall be billed against the Supplier. All surplus materials shall be turned over to DBP upon completion of the project.
- 5) The Supplier must ensure that the data in the EMV Card, Magnetic Stripe and Card Carrier/Welcome Letter are of the same person before delivery to DBP. Card replacement cost and other financial losses that may arise from inconsistent data shall be for the account of the Supplier.

### IV. DOCUMENTARY REQUIREMENTS

- 1) Proposal / Quotation
- 2) Proof of PhilGEPS Registration
- 3) 2023 Mayor's / Business Permit
- 4) Signed Request for Quotation (RFQ)
- 5) Omnibus Sworn Statement
- 6) Secretary's Certificate (for suppliers under Partnership/Corporation)

### V DELIVERY

- 1) Delivery shall be made by the Supplier within five (5) days upon receipt of card embossing data. Cards shall be delivered directly to DBP Head Office address as indicated as follows: 5<sup>th</sup> Floor, E-Channels Operations Department (ECOD) via secured vehicle/cargo. The batch of personalized cards must be delivered together with the printed Delivery Receipt and the electronic report of printed cards to be emailed to DBP. Once the Supplier had delivered the cards to the DBP Head Office, the E-Channels Operations Department will sort and ship the cards to the DBP Branch via DBP's courier delivery services.

<ol style="list-style-type: none"> <li>2) Date of succeeding deliveries shall be conducted on demand varying depending on DBP's card requirements and subsequent sending of embossing files.</li> <li>3) All invalid and defective cards related to production or personalization defects must be replaced by the Supplier free of charge within ten (10) banking days if returned within the guarantee period.</li> </ol>
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#### **VI. TERMS OF CONTRACT**

<ol style="list-style-type: none"> <li>1) The Supplier shall submit a weekly and monthly inventory report of processed, spoiled, and remaining inventory of EMV cards.</li> <li>2) The security of customer information shall be the responsibility of the Supplier. All records and any data submitted by DBP shall be treated as highly confidential.</li> <li>3) The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform, and comply with its obligation as required in the contract.</li> <li>4) The contract shall expire after a period of one (1) year or after completion of the 352 cards whichever comes first.</li> </ol>
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#### **VII. PAYMENT**

<ol style="list-style-type: none"> <li>1) The Supplier shall send monthly sales/billing invoices to DBP according to the number of cards personalized, kitted, and delivered within the period. Sales/billing invoice must be accompanied by a Certification of Delivery from an authorized representative of ECOD evidencing actual volume of personalized card kits received.</li> <li>2) Staggered/progress and succeeding payments shall be credited to the Supplier's DBP account within thirty (30) calendar days upon receipt of complete supporting documents.</li> <li>3) The Supplier shall be required to open and maintain a SAVINGS/CHECKING account with DBP.</li> <li>4) DBP shall pay the Supplier based on the actual volume of personalized cards delivered.</li> <li>5) Liquidated damages for delayed delivery shall be one-tenth of one percent (.001) of the cost of the unperformed portion of the total amount of the awarded items for every day of non-delivery.</li> </ol>
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Recommended by:

Signed

IAN JOSHUA R. SANTOS

Product Officer, Cards and ATM Department

Approved by:

Signed

VP GERALD S. CRISOLGO

Head, Cards and ATM Department

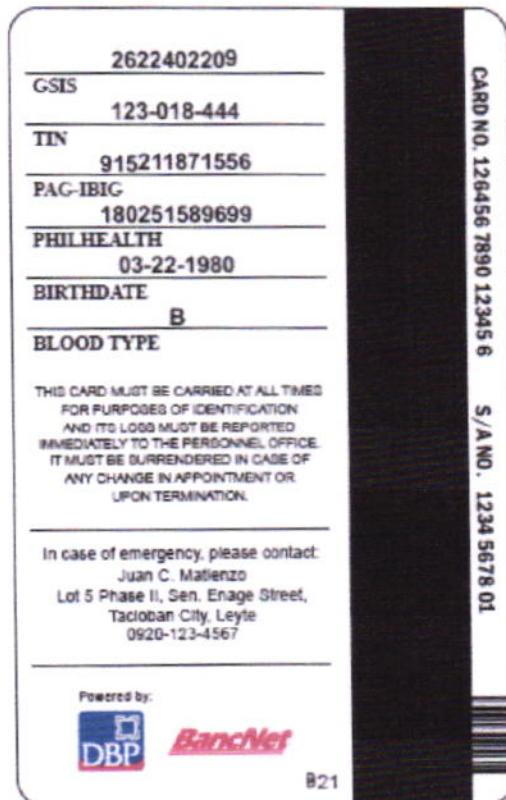
**ANNEX A**

**Procurement of 352 Pieces EMV ATM ID Cards with RFID**  
**Card Design/Layout**

**Front**



**Back**



## ANNEX B

### Static and Variable Data for the Card Layout

#### Card Design/Layout

Variable Data (highlighted in **RED**) indicates that the displayed and printed information in the card will vary depending on the embossing files and relevant details sent by the Bank. Static Data (highlighted in **BLUE**) shall imply that the information displayed and printed shall remain regardless of the details included in the embossing files.

Front:



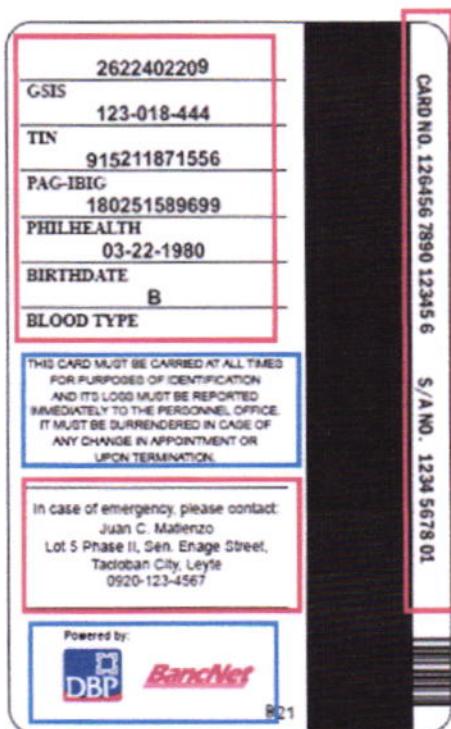
#### Static:

1. Republic of Philippines
2. Provincial Government of Leyte
3. LGU Logo

#### Variable:

1. Photo
2. Name of Cardholder
3. Position Title
4. ID No.
5. Employee's signature

Back:



#### Static:

1. GSIS Label
2. TIN Label
3. PAG-IBIG Label
4. PHILHEALTH Label
5. Birthdate Label
6. Blood Type Label
7. DBP Standard Customer Care Guidelines
8. DBP Logo and BancNet Logo

#### Variable:

1. GSIS Data
2. TIN Data
3. PAG-IBIG Data
4. PHILHEALTH Data
5. Birthdate Data
6. Blood Type Data
7. Emergency Contact Person
8. Address of Emergency Contact Person
9. Contact Number of Emergency Contact Person
10. Card Number
11. Account Number