



SUPPLY, DELIVERY, INSTALLATION, AND TESTING OF TWENTY (20) OF HIGH-CAPACITY FINGERPRINT, FACIAL and NFC (Card) BIOMETRICS DEVICE FOR DBP BACOLOD BRANCH

MODE OF PROCUREMENT: PUBLIC BIDDING

I. Project and Approved Budget for the Contract:

PROJECT	Twenty (20) units of Biometrics Machines to be given to the City Government of Bacolod, Negros Occidental, free of charge as part of the approved Payroll Servicing Agreement with the LGU.
APPROVED BUDGET FOR THE CONTRACT (ABC)	ONE MILLION EIGHT HUNDRED THOUSAND PESOS (₱1,800,000.00). INCLUSIVE OF ALL APPLICABLE TAXES.

II. Scope of Works / Technical Specification:

PRICE	<ul style="list-style-type: none">• Must be within or lower than the approved budget.• Comparative with prevailing market.
SPECIFICATIONS	<ol style="list-style-type: none">1. 20 units of high-capacity Fingerprint, Facial and NFC (Card) Biometrics device:<ul style="list-style-type: none">- Screen size: 5 inch- Installation: Wall mounted- Face Capacity: 20,000- Fingerprint Capacity: 20,000- Card Capacity: 20,000- Logs Capacity: 1,000,000- Network: LAN and 2.4Ghz Wifi- LED fill light included2. Free one (1) year Software-as-a-service Remote consolidation of time entries (manage cloud hosting thru CloudPH).3. 1 year Biometrics device warranty4. Delivery and Installation included5. Integration ready to existing DAI's HR Manager-Human Resource Information and Payroll System.6. Remote consolidation of time entries.

III. Conditions of the Contract:

1. **The Biometrics provided should be compatible with the existing payroll system of the City of Bacolod- Local Government Unit (LGU).**
2. Freight/Delivery charges – inclusive
3. The SUPPLIER shall provide warranties for all services performed.
4. All items shall be of a type and quality that conform to the project/s specifications and standards.
5. DBP may terminate/cancel the PO when the supplier fails to deliver, perform and comply with its obligation as required in the contract.

6. The SUPPLIER should have complete documentary requirements.
7. Full payment subject to all applicable withholding taxes shall be paid thru the Service Provider's DBP deposit account within 15-30 days upon satisfactory completion of services and receipt of billing statement/invoice and documentary requirements.
8. Upon settlement of full payment. Service provider shall issue a valid Official Receipt registered to BIR.

IV. Delivery Period:

The project shall be completed within **THIRTY (30) calendar days** after the receipt of Notice to Proceed (N.T.P.).

Upon completion, the Supplier shall conduct actual energization, testing and commissioning of the Biometrics before DBP Bacolod Branch personnel acceptance of the Project or issuance of **Certificate of Acceptance (COA)**.

V. Delivery Address/Installation Site:

City of Bacolod LGU, Bacolod City

VI. Operations Manual, and Training:

The Supplier must turn over the Biometrics accessories and manuals and must schedule and conduct orientation for LGU-City of Bacolod personnel for the maintenance and upkeep upon completion of the project.

VII. Warranty and After Sales:

1. The Supplier warrants that the Goods 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 Goods supplied under this Contract shall be free from defects.
3. **Warranty coverage:** At least one (1) year warranty on parts and services upon receipt of unit/s by DBP.
4. 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 (10) calendar days and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Bank.

VIII. Percentage Retention:

The obligation for the one (1) year warranty (reckoned from the date of acceptance) shall be covered by either retention money or a special bank-guarantee equivalent to five percent (5%) of the total contract amount.

IX. Payment Terms:

1. One-time, full payment shall be issued upon completion of all works and submission of complete documents for payment (i.e. Invoice/Billing Statement, Certificate of Completion/Acceptance).

2. The winning bidder must open an account with DBP after the receipt of Purchase Order/Notice to Proceed.
3. When the Supplier fails to satisfactorily complete all works under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier shall be liable for damages for the delay and shall 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 unperformed portions of works for each lapsed calendar day of delay until such goods are finally delivered and accepted by DBP as stated in the Revised IRR Annex E of R.A. 9184.

X. OGCC Review:

All agreements to be executed by the parties in relation to the project/transaction shall be subject to prior review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the Parties agree to supplement/amend/restate the Agreement and incorporate the additional comments/revisions which the OGCC may impose in its review/clearance Memorandum, with effect from the date of signing.

XI. Documentary Requirements:

1. Quotation/ Proposal with brochure or data sheet
2. Current/Valid Business/Mayor's Permit
3. Proof of PhilGEPS Registration/ PhilGEPS registration number
4. Certificate / Proof of brand authorization as dealer or distributor
5. Omnibus Sworn Statement

Recommended by:

TECHNICAL WORKING GROUP-BBG WESTERN VISAYAS

Per MAA dated June 2, 2022

Chairperson

Co-Chairperson

Member

Member

Approved by:

Per MAA dated June 2, 2022