



REQUEST FOR QUOTATION

Supply, Delivery, Installation, Commissioning and Testing of Biometric Door Access (Stand Alone) System

Procuring Entity : DBP Head Office
Solicitation Number : P-PIMD-24-00404
Date of Posting/Canvass : 08/30/2024
Deadline of Submission : 09/03/2024 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱70,000.00

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

1. All entries in the proposal/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.

Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead);
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page); and
- Certificate that the supplier is an Authorized Distributor/Reseller of the brand being offered.

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

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

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: _____

Signature over Printed Name

Date: _____

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

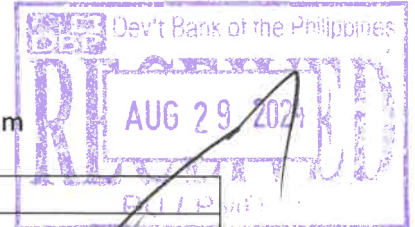


Supply, Delivery, Installation, Commissioning and Testing of Biometric Door Access (Stand Alone) System for DBP Head Office Warehouse, Basement

I. **Approved Budget for the Contract: Seventy Thousand Pesos (₱70,000.00)** (Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

Applicable for two (2) sets Biometric Door Access System



Qty	Description
Two (2) Unit	2.8-inch Color Display and Touch Screen Card Capacity: 5,000 Fingerprint Capacity: 1,500 Log Capacity: 80,000 Communication: TCP/IP, RS485(reader), USB Host Access Control Interface for electric lock, door sensor, alarm, exit button and doorbell. Wiegand Input & Output 1 ea Aux. Input for linkage functions
Two (2) Unit	Power Supply with Battery Leads Input: 220v AC, 50Hz (110V Optional)
One (1) Unit	Magnetic Lock, Power-on to lock Working Voltage: DC12V/24V input Holding Force: 150 kg
One (1) Unit	Magnetic Lock, Power-on to lock Holding Force: 500 kg Voltage: DC12V/24V input
Two (2) Unit	Stainless Steel Exit Buttons
One (1) Unit	L Bracket to install lock body

III. **Scope of Works:**

1. Removal/dismantling of existing defective biometric system located at the DBP Head Office Warehouse, Basement;
2. Supply and delivery of two (2) sets of biometric door access system;
3. Installation and testing/commissioning of the units;
4. Configuration of access control/programming;
5. Registration/access of personnel for both units; and
6. The supplier shall provide basic training to end-users and provide manuals to DBP personnel on the operation of the biometric door access system.

IV. **Delivery Location and Period:**

Delivery Address	Delivery Period
DBP Head Office (HO) Basement, Sen. Gil Puyat corner Makati Avenue, Makati City	Purchase shall be awarded through Purchase Order (PO) and the basic end-user training, delivery, installation and testing of the units shall be completed within ninety (90) calendar days upon receipt of NTP.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

V. Other Conditions:

1. The Supplier shall be fully responsible for the safety of its personnel and clearly understands and agrees that no employer-employee relationship shall exist between the Supplier's workforce and the DBP.
2. The DBP shall be free and made harmless from any, and all kinds of claims, damages, liabilities arising from the Supplier's mishandling of the installation of the biometric door access system in the DBP.
3. Warranty & Retention:
 - a. The Winning Supplier warrants that the good/s supplied under the Contract are brand new.;
 - b. The Winning Supplier further warrants that all good/s supplied under this Contract shall be freed from defects.
 - c. DBP shall promptly notify the Winning Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Winning Supplier shall, within the period of one (1) year, repair or replace the defective good/s or parts thereof, without cost to the Bank.
4. Payment:
 - a. One-time, full payment shall be made upon complete delivery, installation, basic end user training and testing of the biometric door access system and subject to complete documents for payment (i.e. Certificate of Completion, Billing Statement/Statement of Account, as applicable).
 - b. For every day of delay, 1/10 of 1% of the price of unperformed service shall be deducted from the payment, in case the Supplier fails to perform the service on time.

VI. Documentary Requirements to Submit to DBP:

1. Signed proposal/Quotation;
2. Signed Request for Quotation;
3. 2024 Mayor's/Business Permit;
4. Omnibus Sworn Statement;
5. Secretary's Certificate (for Supplier under Partnership/Corporation);
6. Proof of PhilGEPS Registration; and
7. Certificate that the Supplier is an authorized distributor/reseller of the brand being offered.

Prepared by:

SIGNED

MARIVIC M. AQUINO

Acting Head, Warehouse VisMin Team, IMU-PIMD

Recommended by:

SIGNED

SM EMMA O. PEDREZUELA

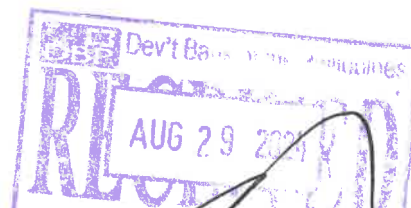
Head, IMU-PIMD

Approved by:

SIGNED

VP FE B. DELA CRUZ

Head, Procurement & Inventory Management Department



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____