



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Floor Stand Kiosk, Per Terms of Reference

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~CSS-24-00469 & P-COMMONWEAL-24-00009
Date of Posting/Canvass : 09/26/2024
Deadline of Submission : 10/02/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 200,000.00

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.
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;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement;
- Secretary's Certificate (for Suppliers under Partnership/Corporation);
- Signed Request for Quotation (RFQ)

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

LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604

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.

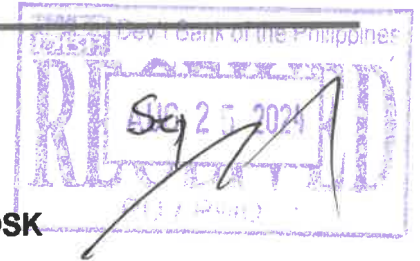
Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF FLOOR STAND KIOSK



I. APPROVED BUDGET FOR THE CONTRACT (ABC):

TWO HUNDRED THOUSAND PESOS - Php 200,000.00 at Php 12,500.00 per piece
(inclusive of VAT/applicable taxes)

II. TECHNICAL SPECIFICATIONS:

1. FLOOR STAND KIOSK

Size	:	950mm x 250mm x 100mm
Stand	:	¾" plywood with 1.5mm sticker on sintra board
Tablet topper	:	Fabricated metal sheet
Design	:	Per attached DBP-provided layout (Annex A)

2. For the sticker wrap/graphics:

Size	:	250mm (width) X 950mm (height)
Material	:	Waterproof vinyl, laminated sticker on sintra 1.5mm
Printing	:	Full-color, one side printing, UV ink on sintra 1.5mm
Design	:	Per attached DBP-provided design (Annex B)

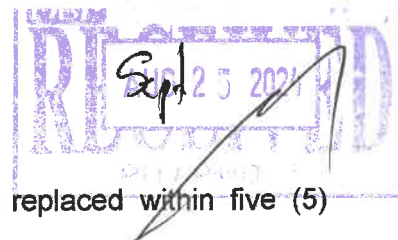
III. SCOPE OF SERVICES:

1. The Winning Supplier must conduct briefing and orientation meeting with DBP's project representative prior to commencement of the project.
2. Prior to implementation, the Winning Supplier shall provide a prototype/sample of floor stand kiosk for DBP approval before proceeding with actual production and delivery of 16 pcs. of the floor stand kiosk. Sample/print proof (using the DBP-provided design) shall be submitted for approval of DBP within five (5) calendar days after receipt of Notice to Proceed (NTP).
3. The Winning Supplier shall verify the actual size of tablet holder prior to fabrication of the floor stand kiosk per Technical Specifications.
4. The Winning Supplier shall ensure that the sticker wrap/graphics is properly installed in the pedestal stand.

IV. 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/damaged and not according to the required

Conforme: _____
Signature over Printed Name



specifications/model. All damaged units, if any, shall be replaced within five (5) calendar days.

2. All quotations above the approved budget for the contract shall be automatically disqualified.
3. All materials/information that may come into the possession of the supplier for purposes of the completion of this requirement shall remain confidential and should not come into the possession of any Third Party without the prior consent of DBP.
4. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.
5. **Delivery Period:** The Supplier shall complete the supply and delivery of floor stand kiosk within **ten (10) business days** upon approval of the prototype/sample.
6. **Point of Delivery:** Basement, Receiving Section PIMD, Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City
7. **Warranty:** The warranty period for this item is three (3) months from the date of Certificate of Acceptance. The warranty to cover the defects in materials, workmanship, or components under normal use.
8. **Retention:** The obligation for the three (3) months warranty (reckoned from the date of completion) shall be covered by either retention money or special bank guarantee equivalent to three (3) percent of the total contract amount.

V. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation based on specifications
- Proof PhilGEPS Registration
- 2024 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)

VI. PAYMENT:

ONE-TIME, FULL PAYMENT shall be processed after completion of the project subject to submission of following complete documents:

- Delivery Receipt
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)

VII. LIQUIDATED DAMAGES:

When the supplier fails to satisfactorily deliver goods 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 the procuring entity liquidated

damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP. DBP need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid, without prejudice to other courses of action and remedies open to it.

Recommending Approval:

SIGNED

VP MADELINE M. CASAS^a
Head, CEMD

^aFor the 4 pcs allotted for HO BUs thru CSS/CEMD

SIGNED

MGR. MARYKNELL R. PORCIONCULA^b
Technical Assistant – BBG-MM

^bFor the 12 pcs allotted for BBG-MM

Approved by:

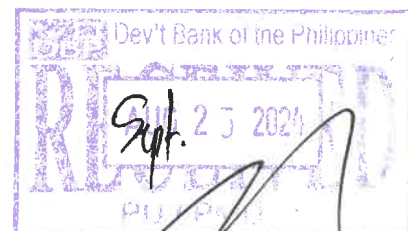
SIGNED

SVP RONALDO U. TEPORA^a
OIC, CSS per OO#513 dated 12/15/22

SIGNED

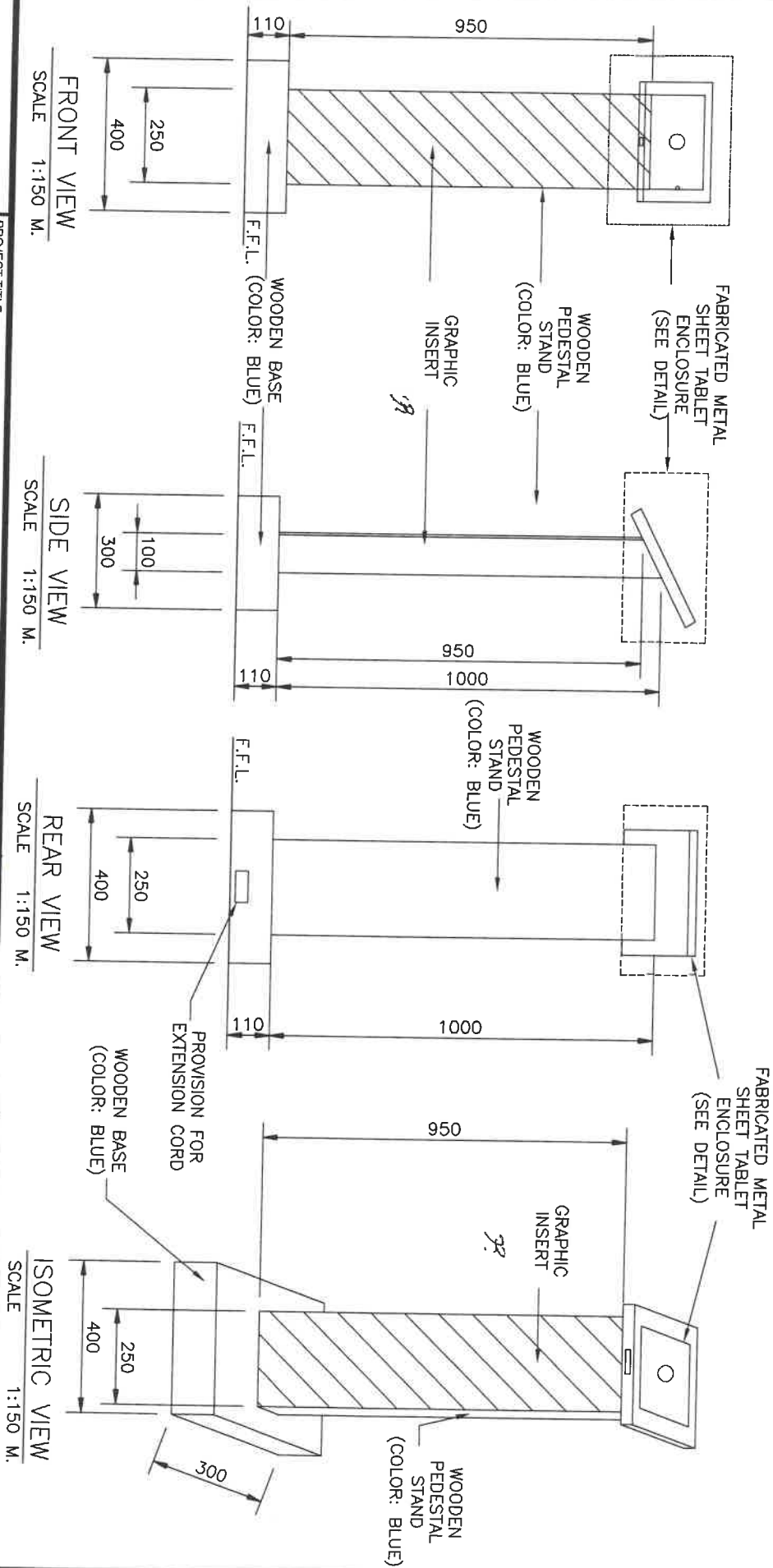
VP LEA R. REMOLANO-SANTOS^b
Head, BBG-MM

Conforme: _____
Signature over Printed Name



ANNEX A

- NOTE:**
- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
 - VERIFY ENCLOSURES COMPATIBILITY TO LENOVO TAB M9
 - DIMENSIONS: 215.43 x 136.76 x 7.99 mm (H x W x D)
 - DISPLAY: 9" (1340x800)
 - PROVIDE HOLLOW INTERIOR FOR CABLE ROUTING



PROPOSED FLOOR STAND KIOSK DESIGN

PROJECT TITLE: PROPOSED FLOOR STAND KIOSK DESIGN

LOCATION: Development Bank of the Philippines Head Office, San Gil Puyat Avenue, Corner Makati Avenue, Makati City

APPROVED BY: **SM ALBERTO SANTOS A. BERMUDEZ**
CONCURRENT OIC, CTMD
Per Sector Order No. 172 dated 15 July 2024

VP MADELINE M. CASAS
HEAD, CEMD

ISSUE DATE: SEPTEMBER 2024

REVISION DATE: 1

DRAWN BY: R. ALDO

REVIEWED BY: EVALDO

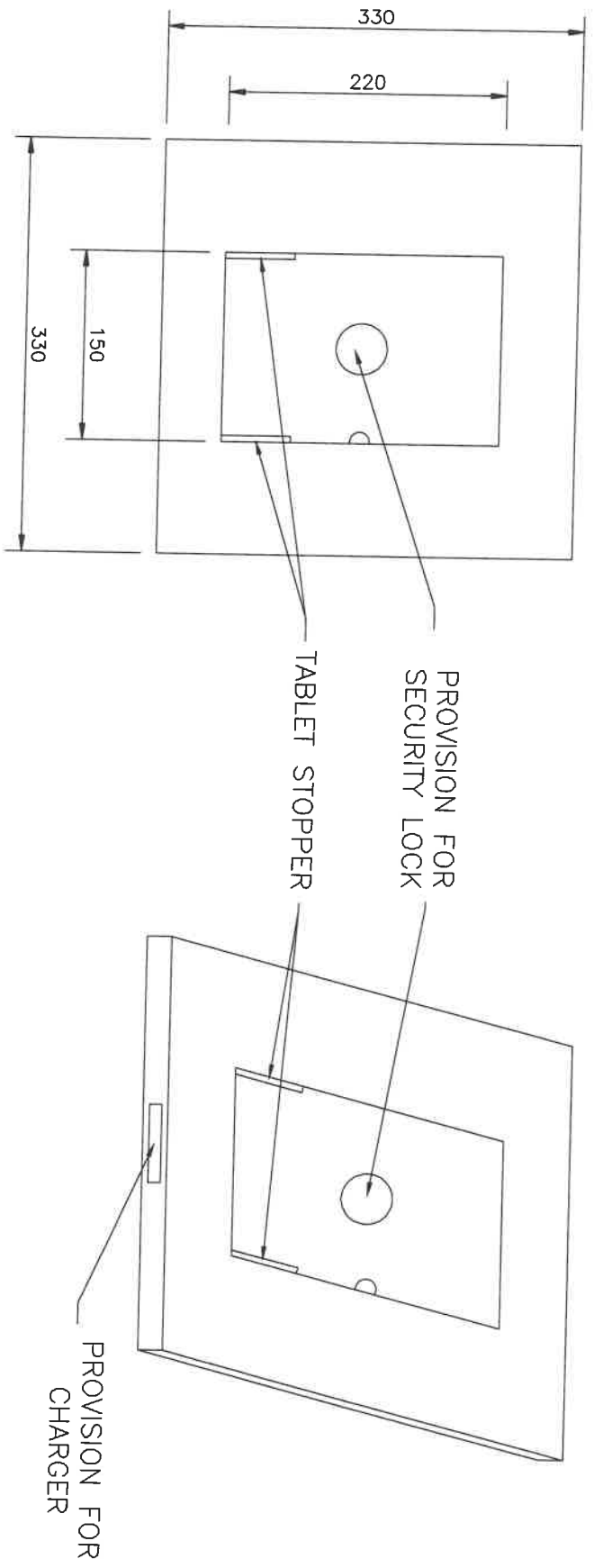
MA. CANCIO

A-1 of 2

Conforme: _____
Signature over Printed Name

- NOTE:**
- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
 - VERIFY ENCLOSURE'S COMPATIBILITY TO LENOVO TAB M9
 - DIMENSIONS: 215.43 x 136.76 x 7.99 mm (H x W x D)
 - DISPLAY: 9" (1340x800)
 - COLOR: BLUE

ANNEX A



FABRICATED METAL SHEET TABLET HOLDER



PROPOSED FLOOR STAND KIOSK DESIGN

PROJECT TITLE: Development Bank of the Philippines Head Office, 5th Flr, Gil Puyat Avenue, corner Makati Avenue, Makati City

APPROVED BY:

SM ALBERTO SANTIANO A. BERMEO
CONCURRENT OIC, CFMD
Per Mayor Order No. 412 dated 15 July 2024

VP MADELINE M. CASAS
HEAD, CEMD

ISSUE DATE:

SEPTEMBER 2024

SHEET NO:

A-2 of 2

REVISION DATE:

DRAWN BY:

REVIEWED BY:

E. VALDO
M.A. CANGIO

FRONT VIEW
SCALE 1:50M.

ISOMETRIC VIEW
SCALE 1:50M.

Conforme: _____
Signature over Printed Name

Annex B
CUSTOMER EXPERIENCE PORTAL FLOOR STAND STICKER DESIGN

950mm



250mm

Conforme: _____
Signature over Printed Name

CUSTOMER EXPERIENCE PORTAL FLOOR STAND STICKER DESIGN

Size: 250mm X 950mm

Material: Vinyl sticker with matte lamination on sintra board (1.5mm)



Provision for extension cord

STN0917
(Rev 0 - 020ct17)

Conforme: _____
Signature over Printed Name