



REQUEST FOR QUOTATION (RFQ)

Trucking/Hauling Services for the Relocation of One (1) Automated Teller Machine (ATM)

Procuring Entity : DBP Head Office
Solicitation Number : P-CARDS_ATM-25-00024
Date of Posting/Canvass : 02/14/2025
Deadline of Submission : 02/19/2025 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 72,500.00

Item	Quantity	Unit Cost	Total Cost
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 [using supplier's letterhead];
- 2025 Mayor's/Business Permit;
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statement;
- Secretary's Certificate (For Supplier under Partnership/Corporation); and
- Signed Request for Quotation (RFQ)

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

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

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: _____

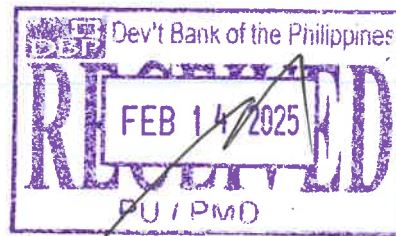
Authorized Signatory: _____ **Date:** _____

Signature over Printed Name



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



TERMS OF REFERENCE

Trucking/Hauling Services for the Relocation of One (1) Automated Teller Machine (ATM)

I. Relocation of One (1) Automated Teller Machine (ATM)

ATM Type: DIEBOLD – OPTEVA 569

II. Approved Budget for the Contract (ABC): PhP 72,500.00 (VAT inclusive/applicable taxes and other charges)

III. Service Specification

- Pull out, Transfer, and Installation of ATM with cladding and UPS from its current location to the destination;

Current Location: DBP Malaybalay
Address: Bonifacio Drive, Malaybalay City, Bukidnon

Destination: Al Amanah Islamic Bank – Cotabato Branch
Address: Hua Hing Bldg. Sinsuat Avenue, Cotabato City, Midsayap, North Cotabato

(Both locations have a 1-3 stair provisions at the site)

- Insurance coverage for a declared value of **PhP 504,000.00;**
- Provision of manpower to handle the transfer, including driver and helper/s.
- Relocation and installation of the ATM shall be accompanied by an authorized DBP personnel.
- Upon delivery, DBP personnel shall receive and inspect completeness of the ATM delivered
- All required government permits for transporting the ATMs should be secured by prospective supplier

IV. Conditions of the Contract

- The Service provider shall ensure that the relocation of Automated Teller Machine is in accordance with service specifications required by DBP. DBP has the right to reject the services if they are found to be ineffective and not in accordance with the required service specifications
- Relocation and installation shall be completed within 18 calendar days after receipt of the Notice to Proceed (NTP).
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.
- The Service Provider shall coordinate with Ms. Joyce G. Acuña at DBP Malaybalay (0917-8486733) for the issuance of the required gate pass and exit pass before entering or exiting the premises.

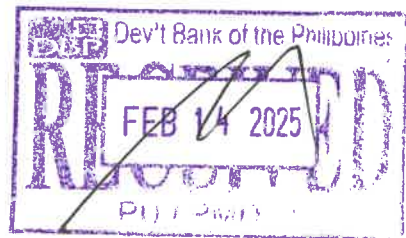
CONFORME:

Company Name

Name & Signature

Date

Trucking/Hauling Services for the Relocation of One (1) Automated Teller Machine (ATM)



V. Payment / Charges

- Payment shall be processed after the completion of relocation subject to complete documents for payment such as Billing Statement/Statement of Account, Certificate of Completion and Updated Valid Tax Clearance.
- For every day of delay, 1/10 of 1% (0.001) of the price of unperformed service shall be deducted from the payment in case the Service Provider fails to perform the service on time.

VI. Maintenance Service, Repair and Replacement

The bank shall not undertake any repair or replacement on the vehicle being used during the transport and will not shoulder any charges on the delay if it is due to the mechanical failure of the vehicle.

VII. Liabilities

Losses, damages and accidents arising from misconduct, misdemeanor, reckless imprudence or any untoward incident caused by drivers and/or truck helper shall be the responsibility and liability of the contractor.

VIII. Foul Trip

- Foul Trip shall be charged with the same standard rate (Metro Manila, Luzon, Visayas, and Mindanao).
- Cancellation request of trip shall be honored if advised one (1) day before the scheduled date.

IX. Other Conditions

Supplier shall submit the following:

- Proposal/Quotation
- 2025 Mayor's/Business Permit
- Proof of PhilGEPS registration
- Omnibus Sworn Statement
- Secretary's Certificate (For Supplier under partnership/Corporation)
- Signed Request for Quotation (RFQ)

Recommended By:

Approved By:

SIGNED
SM APRIL JOY S. REGALA

SIGNED
AVP MANUEL B. CORONEL
OIC, Cards and ATM Department
Per Office Order No. 506 dated 10 December 2024

CONFORME:
Company Name
Name & Signature
Date

Trucking/Hauling Services for the Relocation of One (1) Automated Teller Machine (ATM)