



DEVELOPMENT BANK OF THE PHILIPPINES

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

**REQUEST FOR SUBMISSION OF PRICE QUOTATIONS**  
**(Posted in the PHILGEPS/DBP Website/ Conspicuous Places of the Procuring Entity)**

The Development Bank of the Philippines, BBG-Central and Eastern Visayas, through Regional- Bids & Award Committee (RBAC) invites interested parties to submit price quotations for the following project, to wit:

Specification/Description	No. of Units	Mode of Procurement	Approved Budget
<b>Kiosk Tables for DBP CEV ward branches</b>	16 units	Small Value Procurement	<u>Php 290,760.00</u>

Specifications:

See description indicated above.

**NOTE:**

- **CONDITIONS STATED IN THE TOR SHALL BE APPLIED TO THE ITEM LISTED ABOVE**
- **PROPOSAL SHALL INCLUDE THE DELIVERY CHARGES AND ALL APPLICABLE TAXES**
- **PAYMENT: NO DOWN-PAYMENT. PROCESSING OF PAYMENT VIA CHECK SHALL ONLY PROCEED UPON COMPLETE DELIVERY**

Deadline for the submission of price quotations via email shall be on or before **May 9, 2025** at 2:00 p.m., at DBP Bldg. Osmena Boulevard, Cebu City, Cebu. Please contact Azenith Jaymil A. Lumabi at telephone numbers **(032) 255-4092 / 255-6325**. You may also email your proposal/quotation at **cevb@dbp.ph**

Only price quotations from Filipino citizens or companies duly registered with the Department of Trade and Industry or Securities and Exchange Commission, with current business permits and those that are PHILGEPS registered shall be accepted.

Development Bank of the Philippines, BBG-Central and Eastern Visayas, reserves the right to reject any and all bids/price quotations, to waive any defect in them and to award to the bidder/participant whose bid/price quotation is the most advantageous to the Bank.

-signed-

SM CHRIST E. VALDEHUEZA  
RBAC CV Chairman

## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF FLOOR STAND KIOSK**

#### **I. APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Two Hundred Ninety Thousand Seven Hundred Sixty Pesos and 00/100 Only –**  
**Php 290,760.00** (inclusive of VAT/applicable taxes)

#### **II. TECHNICAL SPECIFICATIONS:**

##### **1. FLOOR STAND KIOSK**

Size	:	950mm x 250mm x 100mm
Stand	:	¾" plywood with full body wrapped 1.5mm sticker on sintra board; sticker on digital print with gloss lamination, including access door (back) with soft close hinge and lock mechanism
Base (finish)	:	Lacquer gloss paint finish
Tablet topper	:	Fabricated metal sheet, powder coated blue
Design	:	Per attached DBP-provided layout ( <b>Annex A</b> )

##### **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, matte lamination on sintra 1.5mm
Design	:	Per attached DBP-provided design ( <b>Annex B</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 (10) 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 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 **thirty (30) business days** upon approval of the prototype/sample.
6. **Point of Delivery:**

No.	Branch Name	Branch Address	Contact Person
1	Bogo Branch	Martinez Bldg. Brgy. San Vicente	Raymart Tubilan
2	Borongan Branch	S. Pormida Bldg. Ground Floor E. Cinco St. Brgy. C. Borongan City	Dennis Colico
3	Carcar Branch	Awayan Poblacion III Carcar City	Honey Ponce
4	Catarman Branch	390 J.P Rizal St. Brgy. Lapulapu Catarman, Northern Samar	Cesar Ian Serilo
5	Catbalogan Branch	Tia Anita's Commercial, Mabini Ave. Catbalogan City Samar	Teresita Cabaguing
6	Cebu Branch	DBP Cebu Bldg. Osmena Blvd. Cebu City	Julie Omega
7	Dolores Branch	Real St. Cor. San Jose St. Brgy. 10 Dolores Eastern Samar	Josephine Mabulay
8	Maasin Branch	The CM Bldg. RK Kangleon St. Tunga-tunga Maasin City, Southern Leyte	Ma. Vangie Geraldo
9	Mandaue Branch	Bridges Town Square, Plaridel St. Brgy. Alang-alang Mandaue City, Cebu	Allen Gay Cachuela
10	Ormoc Branch	Unit 16 17 Aviles Business Center Brgy. Don Felipe, Ormoc City, Leyte	Efegenia Colico
11	Tacloban Branch	Ground Floor, DBP Bldg. Cor. Paterno and Zamora Sts.	Claudette Abigail Labitad
12	Tagbilaran Branch	DBP Bldg. CPG North Avenue, Tagbilaran City, Bohol	Thelma Caverte
13	Talisay Branch	South Coast Center Brgy. Linao Talisay City, Cebu	Sheena Piola
14	Toledo Branch	R. Barcenas Bldg. Brgy. Poloyapoy St.	Rex Guineta

15	Tubigon Branch	Holy Cross Academy Bldg. Centro Tubigon Bohol	Charissa Sarsalejo
16	Ubay Branch	CRU Building, Poblacion, Ubay Bohol	Dalisay Del Rosario

7. **Warranty:** The warranty period for this item is three (3) months from the date of Certificate of Acceptance. The warranty covers 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 a 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
- 2025 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:**

**SM RYAN B. PASTRANA**

Head, Cebu Branch/ Cebu Representative

**SM JONIEL E. SAGDULLAS**

Head, Tacloban Branch/Leyte Rep.

**AM JANICE B. SOLAYAO**

Head, Catbalogan Branch/Samar Rep.

**AM ERZON E. GAMUS**

Head, Tagbilaran Branch/Bohol Rep.

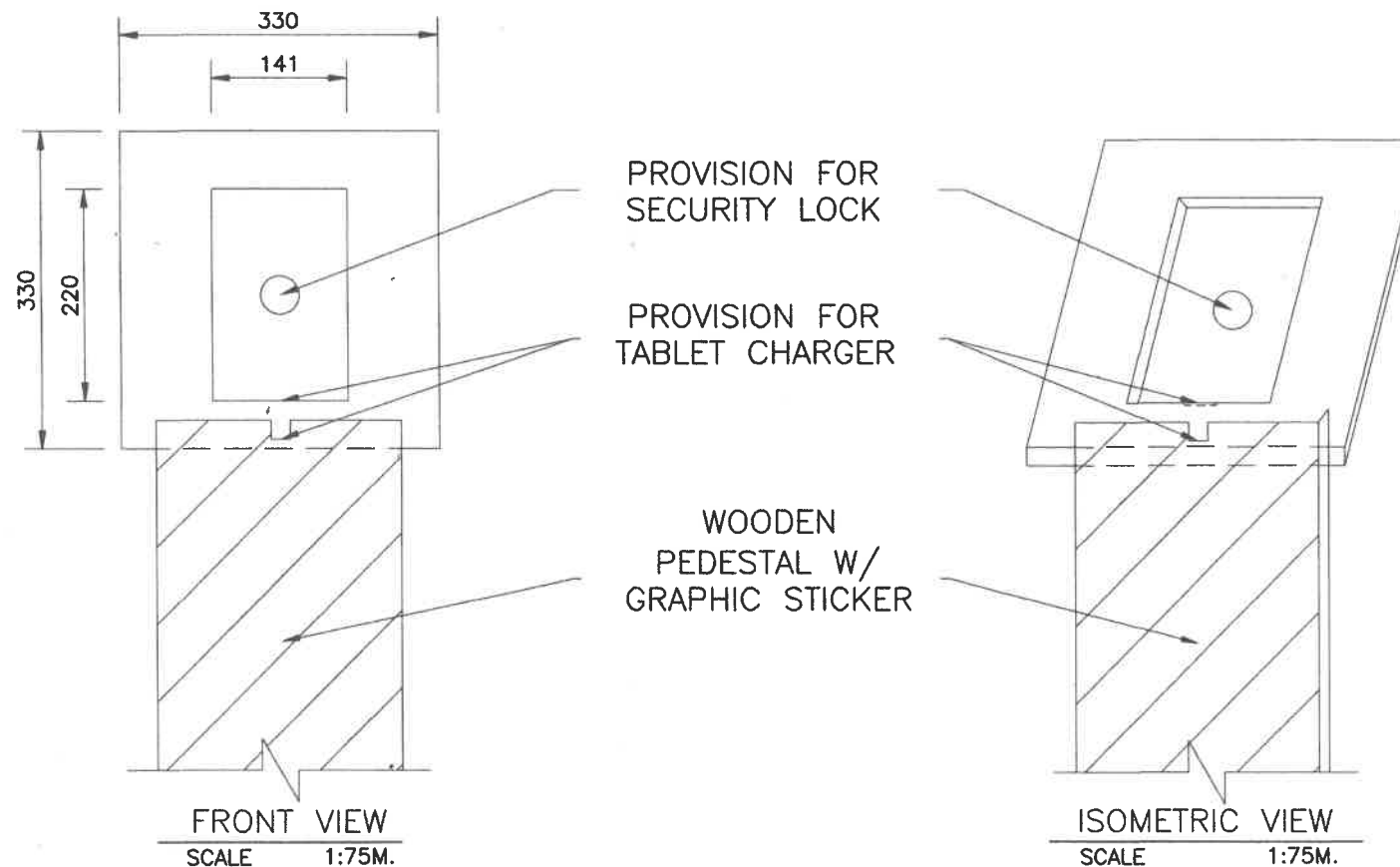
Approved by:

**VP HELBERT ANTOINE A. ACHAY**

Head, BBG Central & Eastern Visayas

## 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)
- PROVIDE OPENING FOR SECURITY LOCK AT TABLET TOPPER
- DIMENSIONS: 50mm Ø (VERIFY)
- PROVIDE OPENING FOR TABLET CHARGER AT TABLET TOPPER AND PEDESTAL
- DIMENSIONS: 20 x 20 mm (L x W - VERIFY)
- POWDER COATED FINISH (COLOR: BLUE)



FABRICATED STEEL TABLET HOLDER



PROJECT TITLE:

### PROPOSED FLOOR STAND KIOSK DESIGN

LOCATION: Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue  
corner Makati Avenue, Makati City

APPROVED BY:

SIGNED

SM ALBERTO SANTIAGO A. BERGEJO  
CONCURRENT OIC, CFMD  
Per Office Order No. 458 dated 19 November 2024

ISSUE DATE:

DECEMBER 2024  
REVISION DATE:

DRAWN BY:

R. ALIDO

REVIEWED BY:

L. IGNACIO  
M.A. CANCIO

SHEET NO:

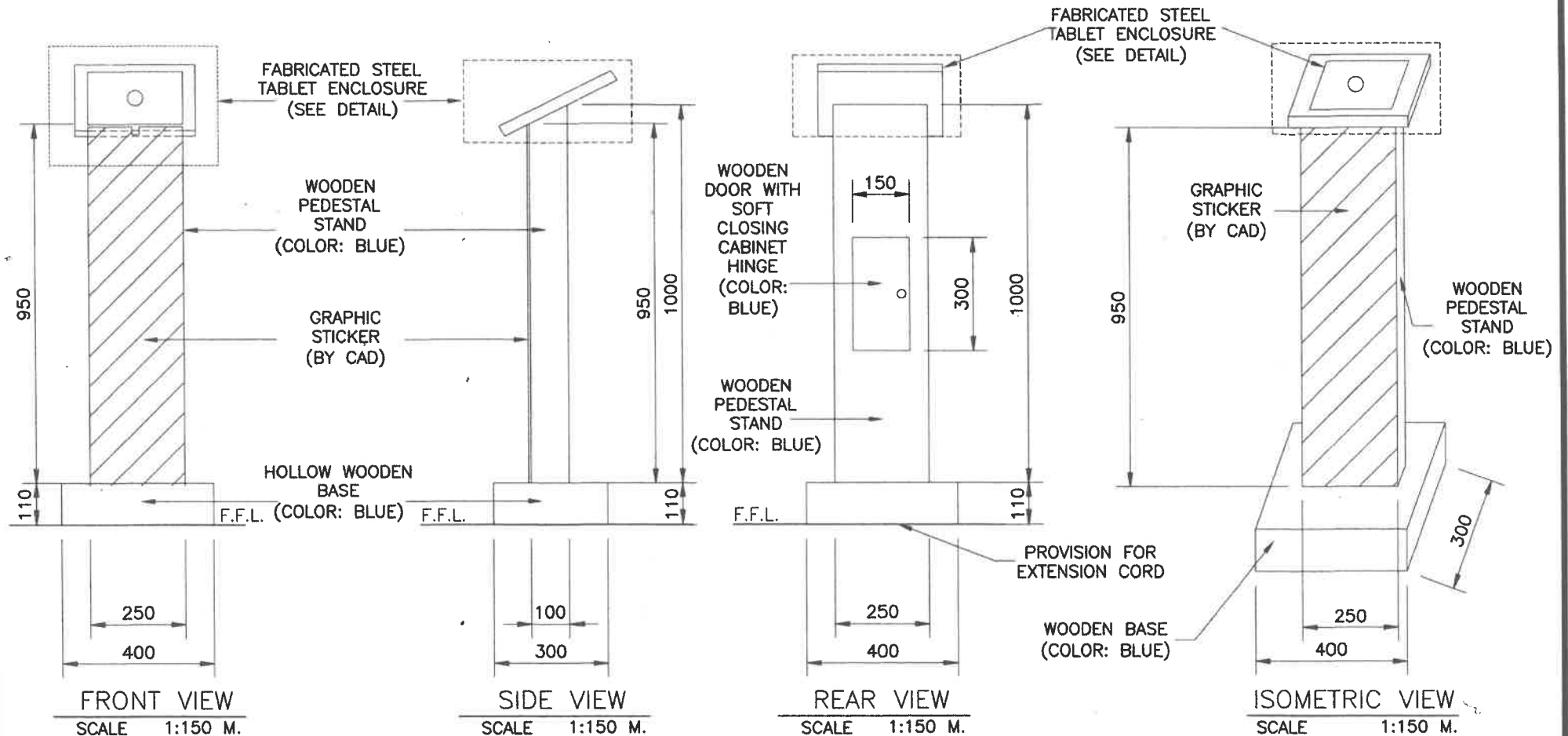
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# ANNEX A

## 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)
- PROVIDE HOLLOW INTERIOR FOR CABLE ROUTING



PROJECT TITLE:

## PROPOSED FLOOR STAND KIOSK DESIGN

LOCATION: Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

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CONCURRENT OIC, CFMD  
Per Office Order No 458 dated 19 November 2024

ISSUE DATE:

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DRAWN BY:

R. ALIDO

REVIEWED BY:

L. IGNACIO  
M.A. CANGIO

SHEET NO:

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## CUSTOMER EXPERIENCE PORTAL FLOOR STAND STICKER DESIGN

950mm



250mm

CUSTOMER EXPERIENCE PORTAL FLOOR STAND STICKER DESIGN

Size: 250mm X 950mm

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

