



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the PROCUREMENT OF SERVICES FOR NIDSS END-OF-MONTH (EOM) PROCESSING OPTIMIZATION

SVP-2025-17

Approved Budget for the Contract: 380,000.00 inclusive of all applicable tax

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Quotations must be inclusive of all taxes and other charges, and must be duly signed by the vendor's duly authorized representative.**
3. **Quotations must be submitted to the BAC Secretariat or Applications Management and Development Department, not later than 05:00 P.M. of 18 July 2025.**
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

TERMS AND CONDITIONS:

1. All entries must be type written.
 2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
 3. Other documentary requirements for each vendor shall be as follows;
 - **Mayor's/Business Permit;**
 - **Latest Income Tax Return**
 - **Duly accomplished Data Privacy Consent Form;**
 - **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
 - **All required documents stated in the Technical Specifications: AND**
- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement OR**
- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney <u>AND</u>	Duly notarized Secretary's Certificate <u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice: <https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

TECHNICAL SPECIFICATIONS

NIDSS EOM PROCESSING OPTIMIZATION

I. BACKGROUND

The Bank's Deposit System is currently experiencing extended batch processing attributable to the long running batch jobs, among others. There has been a gradual increase in EOM Batch Run process from the time the Deposit System Technical Upgrade was completed in 2021, which initially takes only 5 to 6 hours to the present experience of 10 hours.

The Bank's EOM batch processing refers to a series of automated tasks and operations performed at the close of each month. This process involves the consolidation, reconciliation, and updating of various financial transactions and account balances to ensure the accuracy and integrity of the Bank's records.

The End-of-Day (EOD) batch processing was already streamlined during the first trimester of the year allowing Branches to service customers on time without the need to log in to the Deposit system via Offline Mode. However, because the EOM processing takes longer, it is necessary also to optimize EOM processing in order to duplicate the benefits of optimized EOD.

The Bank has an existing support and maintenance agreement with the Deposit System vendor. However, onsite support services that would closely examine the Bank's batch processing have been determined to be outside scope of the said existing maintenance agreement.

II. APPROVED BUDGET FOR CONTRACT (ABC)

Total Approved Budget for Contract (ABC) is THREE HUNDRED EIGHTY THOUSAND PESOS (P380,000.00) inclusive of all applicable government taxes chargeable to the approved IT Expense of CY 2025.

III. SCOPE OF WORK

DBP requires the vendor to provide on expert consultant to assist DBP to perform an emergency review of the Client End of Month procedure for a total estimated effort of 40 man-hours. Areas of investigation will include:

- Review USR procedures if they can be disabled for the month-end or if they can be executed separately outside main End-of-Day;
- Determine the possibility of generating Reports in another Unit;
- Multi-streaming on long running jobs, perform initial setup so the Client can immediately test;
- Provide checks on logging that could affect run time.
- Company shall provide Report/s containing their evaluations and results of services rendered.

IV. OUT OF SCOPE

- Any scope or tasks other than the above.
- Non-Equation software.
- Online performance.

V. ASSUMPTIONS/PRE-REQUISITES

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

- DBP will provide access to production EQ environment for required investigations.
- DBP is responsible for all changes to the Production system.
- DBP will evaluate and confirm business and operational compliance with the technical changes proposed by the vendor.
- Vendor will have access to all the necessary systems, servers, applications and documentation during the engagement, provided he/she shall adhere to internal policies.
- The language of the project and all project documentation is English.
- Senior consultant based in Manila.
- DBP will provide a Fusion EQ test environment based on the current prod environment.
- The Client will provide all requested assistance and information.

VI. DELIVERY PERIOD

The above services will be provided twice for periods as may be required by the Bank provided the total services rendered will not exceed forty (40) hours.

VII. ACCEPTANCE CRITERIA

Prior to final acceptance and issuance of certification, DBP requires the vendor to submit recommendations and reports for the implementation of NIDSS EOM Processing Optimization.

VIII. PAYMENT

DBP shall pay the vendor the contract price within fifteen (15) calendar days from receipt of the Vendor's sales invoice and after DBP's issuance of Certificate of Acceptance, provided the Vendor has generated a positive performance assessment to be conducted by DBP in accordance with established metrics.

IX. NON-DISCLOSURE CONDITION

The vendor shall strictly adhere to the confidentiality provisions indicated in this Technical Specification and in the existing support and maintenance agreement with the Bank. Any information about DBP and its operations shall be considered proprietary and confidential and must be treated as such by the Vendor, its officers, employees, agents, representatives and affiliates. In the same manner, all details and communications regarding this Technical Specification are likewise confidential and shall not be disclosed to any third party.

1. Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the Services or its performance, and not to make use hereof other than for the purpose of rendering the Services.
2. All materials, data, proprietary information, and other related documents are exclusively owned by DBP and all information in possession of the Vendor shall be returned to DBP.
3. The Vendor undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this contract.
4. This confidentiality obligation shall survive even after the termination of the contract.
5. The Vendor shall, likewise, oblige its providers to be bound by this confidentiality contract. The Vendor's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP for claim for damages and injunctive relief under the

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

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circumstances. DBP may also elect to terminate further access by the Vendor to any data and information.

6. The Non-Disclosure arrangement between DBP and the Vendor will form part of the contract that outlines confidential material, knowledge, or information that both parties intend to share with one another for specific purposes, subject to access restriction by third parties.

X. DATA OWNERSHIP, PROTECTION, SEGREGATION

- A. It is understood that the data, information, and reports created by DBP that will reside in DBP's servers shall be owned exclusively by DBP.
- B. If applicable, the personal data provided under the Original Agreement and this Amendment Agreement must be anonymized by the Client, segregated or otherwise distinguishable from all other data in accordance with the Company's standard security measures. This is to ensure that when no longer needed by the Company, all of the personal data can be identified for deletion. It also aids in determining whether the data has or may have been compromised in the event of a security breach.
- C. Whenever applicable in performing its obligations under the contract, the Vendor shall, at all times, comply with the provisions of Republic Act No. 10173 or "the Data Privacy Act of 2012," its Implementing Rules and Regulations, and all other laws and government issuances which are now or will be promulgated relating to data privacy, segregation and the protection of personal information.

XI. LIQUIDATED DAMAGES

The Vendor/Company agrees that in the event that there is a delay in completing a Key Milestone, the Vendor/Company shall pay to the Client as liquidated damages for the delay, a sum equivalent to 0.1% of USD 500 ("Delayed Deliverable Amount") for each Normal Working Day of delay until actual day of completion of the said Key Deliverable, subject always that:

- a) such failure is solely caused by and attributable to the Vendor/Company;
- b) that the Vendor/Company shall be given a grace period, based on meritorious grounds, of seven (7) Normal Working Days to meet the delivery for a Key Deliverable. If the said delay occurs, the Vendor/Company shall notify the Client in writing the reason/s and duration of the delay.
- c) such amount of liquidated damages to be capped at a maximum of ten percent (10%) of the value of the Delayed Deliverable Amount; and
- d) payment of liquidated damages set out under this clause shall be the Client's sole remedy in relation to the Delayed Deliverable, save that the Parties agree that the Client reserves its right to terminate this Schedule as a result of the Company's material breach in accordance with the termination provisions of the Agreement. The Parties agree that the amount of the liquidated damages is a genuine pre-estimate of the foreseen damages incurred by the Client as a result of the Delayed Deliverable.

For the purposes of this Schedule, "Key Deliverable" shall mean the following deliverable:

- Vendor/Company shall provide Report/s containing their evaluations and results of services rendered.

XII. MISCELLANEOUS

1. It is understood that DBP reserves the right to reject any or all proposals/bids, waive any defect/s or informality/ies therein other than critical requirements of the Services, or accept the proposal which is most advantageous to DBP.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

2. It is understood by all Vendors that all bids must incorporate the terms and conditions indicated in this Technical Specifications. Response documents will be the property of DBP and will no longer be returned to the Vendor.
3. **Standard of Service.** The Vendor shall fulfill its obligations according to the best acceptable professional standards and international best practices. The Vendor shall exercise all reasonable skills, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DBP.
4. **Non-Assignment.** Assignment of any part of this contract, or payment under this contract, without the prior written consent of DBP is not allowed. Subcontracting is not allowed without the prior written consent of DBP.
5. **OGCC REVIEW** - The Parties agree to supplement/amend/restate the terms of the Contract, including all its amendments/supplements, to incorporate the comments/revisions, if any, of the Office of the Government Corporate Counsel (OGCC), with effect from the date of signing thereof.
6. **Signing of the Contract.** The documents required in Section 37.2 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 shall form part of the contract. Additional Contract documents are indicated in the Bid Data Sheet (BDS). Other terms of this Technical Specifications are indicated in the draft contract. By submitting a bid, the Vendor is understood to have voluntarily accepted the terms and conditions of the said draft contract and this Technical Specifications.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project

I, _____, (Address) _____,
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing
of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)**
and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

OMNIBUS SWORN STATEMENT

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____