



DEVELOPMENT BANK OF THE PHILIPPINES  
Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



## TERMS OF REFERENCE

### SUPPLY, DELIVERY, INSTALLATION AND TESTING OF UNINTERRUPTIBLE POWER SUPPLY (UPS)

#### I. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is Three Million One Hundred Ninety-Six Thousand Pesos (₱ 3,196,000.00), inclusive of Value Added Tax (VAT) and other applicable taxes and charges.

#### II. Technical Specifications

Please refer to the attached technical specifications document, attached as *Annex C*.

#### III. Delivery Period

The winning bidder must complete the delivery and installation of the units within thirty (30) calendar days after the receipt of Notice to Proceed (NTP).

#### IV. Delivery Site

The units must be delivered to designated Development Bank of the Philippines (DBP) offices as listed in *Annex A*.

#### V. Training

The winning bidder must provide training session for at least two (2) DBP users per office, covering the basic operations and troubleshooting of the delivered units. Training should be conducted only after the complete delivery and installation of all units at the designated DBP offices.

#### VI. Installation, Testing and Inspection

The winning bidder shall install the units in accordance with the agreed schedule set by DBP authorized representative, within the thirty (30) calendar day delivery period specified under Section III. Upon installation, the DBP authorized representative shall then test and inspect the units to ensure compliance with the required specifications.

#### VII. Warranty Period

A two (2) year warranty period shall be provided by the winning bidder, commencing upon the issuance of Certificate of Acceptance by DBP.

CONFORME:

\_\_\_\_\_  
Signature Over Printed Name of Bidder / Authorized Representative



P.O. Box 1996, Makati Central Post Office 1200  
Makati City

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**VIII. Penalties**

In the event of delay in the delivery and/or installation of the units beyond the prescribed period, the winning bidder shall be liable to pay a penalty equivalent to one-tenth (1/10) of one percent (1%) of the cost of the undelivered portion for each calendar day of delay.

The penalty shall be deducted from any payment due to the supplier or collected separately, at the discretion of DBP. This provision shall be enforced without prejudice to other remedies available under existing laws and regulations.

**IX. After Sales**

Within the warranty period, the bidder is required to provide the following technical support:

1. Response time is within four (4) hours and resolution time is within 24 hours.
2. Beyond 24 hours, the bidder must provide a service unit once pulled out and to return the unit within one (1) to two (2) weeks.
3. Units for repair must be pulled-out from the DBP Office where it was originally reported and will not require the Bank to deliver the units to the Bidder's Service Center. However, for units that were validated unserviceable and with persistent hardware problems that occur three (3) times, the winning bidder is required to replace them with brand new units of the same model or of a higher specifications, subject to DBP's approval.

**X. Retention**

The winning bidder is required to submit a special bank guarantee or a letter confirmation for the retention money in the amount equivalent to 5% of the total contract price. The retention money will be released after the lapse of the one (1) year warranty period and the remaining one (1) year warranty will be covered by a paper warranty. Provided, however, that the units delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

**XI. Performance Security**

The bidder is required to submit a performance security in any of the following forms and percentages:

<b>Form of Performance Security</b>	<b>Minimum % of Contract Amount</b>
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank	

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Surety Bond callable upon demand issued by a surety or insurance company together with certificate issued by Insurance Commission certifying the surety or insurance company is authorized to issue such surety bond	Thirty percent (30%)
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**XII. Payment**

1. Winning bidder must open an account with DBP for payment purposes upon receipt of Notice of Award (NOA), if no existing DBP account is currently maintained.
2. Payment shall be made based on the corresponding contract price via credit to the winning bidder's DBP deposit account, within thirty (30) calendar days from the receipt of the sales invoice, delivery receipt and the issuance of the Certificate of Acceptance by DBP.
3. Certificate of Acceptance will be issued upon completion of the following:
  - a. Complete submission of the Certificate of Completion to be approved/confirmed by the authorized DBP representatives as per attached sample template under *Annex B*.
  - b. Provision of training for the basic operations and troubleshooting under Section V.
4. Winning bidder must submit a complete list of delivery receipts as confirmed/received by the authorized DBP representatives.

**XIII. Documentary Requirements for the Bid Opening**

1. Bidders must have completed a single contract of similar nature within the last five (5) years, equivalent to at least fifty percent (50%) of the ABC of this project. "Similar Contract" shall mean supply and delivery of Supply/Delivery/Installation/Testing of UPS.
2. Technical data sheet/brochure of the brand/model being offered.
3. The bidder shall submit the summary of the technical specifications of the brand and model being offered cross-referenced against the DBP minimum technical specifications as per attached *Annex C*.
4. Certificate from the manufacturer for the brand being offered stating that the following:
  - The bidder is a reseller or distributor.
  - The bidder is an authorized service provider of the brand being offered or of the manufacturing company.
  - The brand and model number being offered by the bidder did not come from the "grey market".
  - The unit offered will not reach End of Life for the next Five (5) years.

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## TECHNICAL SPECIFICATIONS SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS

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**Note:** If the bidder is not a reseller/distributor of the manufacturer, bidder must submit a corresponding certificate linking the bidder to the manufacturer of the brand being offered.

5. Submission of a valid power efficiency certificate issued by an authorized certifying body. The certificate must be verifiable or available for download on a website for confirmation of its validity. Please provide the direct link to the certificate or to the verification page on the website.
6. List of bidder's or brand's accredited service center with the presence of at least one (1) service center as per attached *Annex D*. The bidder or the brand's accredited service centers must submit their respective 2025 Mayor's Permit as required under Section XIV.

### XIV. Post Qualification Requirement

1. The bidder is required to provide a prototype demo unit of the exact brand and model being offered to test if the equipment is compliant to the Bank's required specifications within Five (5) calendar days from the notification from BAC as the Lowest Calculated Bid (LCB).
2. The bidder or the brand's accredited service centers must also be required to submit a copy of their valid 2025 Mayor's Permit.

### XV. Non-Disclosure Condition

The bidder shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of the Technical Specifications. In the same manner, the responses to the Technical Specifications which shall be specified as confidential 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 project or its performance, and not to make use hereof other than for the purpose of this project.
2. After completion of the project, all materials, data, proprietary information and other related documents provided to the winning bidder, and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning bidder 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 Section.
4. This confidentiality obligation shall survive even after the termination of the contract.

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\_\_\_\_\_  
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5. The winning bidder shall, likewise, oblige the provider to be bound by this confidentiality contract.
6. The winning bidder'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 circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.
7. A Non-Disclosure Agreement between DBP and the winning bidder will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.

RECOMMENDED BY:

**TECHNICAL WORKING GROUP**

Per Office Order No. 556 dated September 3, 2025

signed

**AM ERIKA MAE B. GUIQUING**

Member

signed

**MR. ELIMAR C. TIME**

Member

signed

**AVP JESSAMIN D. CABANGAN**

Member

signed

**ATTY. KYRUS C. LABAYOG**

Vice Chairperson

signed

**MGR. ROMEO L. ROMERO**

Chairperson

APPROVED BY:

signed

**FVP MARIA DOLORES C. GUEVARA**

Head, BBG – Northern Luzon

(Per MAA GS4.2019.r4-2022)

CONFORME:

\_\_\_\_\_  
Signature Over Printed Name of Bidder / Authorized Representative

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

**ANNEX A**

**DBP OFFICE ADDRESS**

NO.	BUSINESS UNIT	Capacity	Qty.	ADDRESS
1	Abulug	6KVA	1	Uyami Space Rental, Maharlika Highway, Libertad, Abulug, Cagayan
2	Baguio	10 KVA	2	Lower Session Road, Baguio City, Benguet
3	Bangui	10 KVA	1	Legislative Bldg., Brgy. San Lorenzo, Bangui, Ilocos Norte
4	Dagupan	3 KVA	2	M. H. del Pilar St., Dagupan City, Pangasinan
		2 KVA	1	
5	Ilagan	3 KVA	3	G/F, DBP Bldg., Maharlika Highway cor. Arranz Street, Osmeña, City, Ilagan, Isabela
		10 KVA	2	
6	Lal-lo	10 KVA	1	Solomon Hotel Building, Brgy. Magapit, Lal-lo, Cagayan
7	Laoag	6 KVA	1	A.G. Tupaz St., Brgy 10 San Jose, Laoag City, Ilocos Norte
8	San Fernando La Union	10 KVA	1	Lueco Bldg I, Brgy. Sevilla, San Fernando, La Union
		3 KVA	2	
		2 KVA	2	
9	Santiago	3 KVA	13	Purok 7, Maharlika Highway, Villasis, Santiago City, Isabela
		2 KVA	11	
10	Tuguegarao	10 KVA	1	Enrile Boulevard Carig Sur, Tuguegarao City, Cagayan

**TECHNICAL SPECIFICATIONS  
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**ANNEX B**

**CERTIFICATE OF COMPLETION**

This is to certify that the (brand and model) \_\_\_ KVA UPS from (bidder's name) have been delivered at (branch name) on (date) and have been tested and accepted in accordance with the standard specifications of the Bank.

**REQUIREMENTS CRITERIA**

	PROCEDURE	STATUS	REMARKS
1	Check if all peripherals are complete	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	All peripherals are complete (UPS and power cord)
2	Physical testing (load in watts)	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	ATM load capacity is _____.
3	Check if the unit is brand new and is good working condition	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	The unit is brand new and is good working condition.
4	Validate timely supply, delivery, and installation	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	Unit is delivered on _____ and installed on _____. (Kindly indicate if branch requested for self-installation)
5	Perform User Awareness Training	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	Performed User Awareness Training on _____.

This certification is being issued to attest that all of the Bank's requirements have been fully satisfied.

Issued this (date), (location).

**PREPARED BY:**

(Name of Bidders Authorized Representative)  
(Position)

**APPROVED BY:**

(Name of DBP Authorized Personnel)  
(Position)

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

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**ANNEX C**

**TECHNICAL SPECIFICATIONS  
1KVA UNINTERRUPTIBLE POWER SUPPLY (UPS)**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
Capacity	1 KVA		
AC Operating Voltage Range	208 to 240V		
Frequency	60Hz $\pm$ 5%		
AC Input Voltage	220 to 240V		
AC Output Voltage	220 to 240V		
Power Factor	0.9 - 1		
Output Receptacles	$\geq$ 2 (min.)		
Output Wave form	Sine wave/ Pure Sine wave		
Battery runtime	$\geq$ 30 minutes per 180W		
Display(LCD Panel)	General and Other information (battery, Power Status etc.)		
Features	Protection ( $\geq$ 600Joules for surge energy rating, overload, etc.)		
Accessories	Power cord, output outlet, etc.		



**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

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**ANNEX C**

**TECHNICAL SPECIFICATIONS  
2KVA UNINTERRUPTIBLE POWER SUPPLY (UPS)**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
Capacity	2 KVA		
AC Operating Voltage Range	208 to 240V		
Frequency	60Hz $\pm$ 5%		
AC Input Voltage	220 to 240V		
AC Output Voltage	220 to 240V		
Power Factor	0.9 - 1		
Output Receptacles	$\geq$ 2 (min.)		
Output Wave form	Sine wave/ Pure Sine wave		
Battery runtime	$\geq$ 30 minutes per 375W		
Display(LCD Panel)	General and Other information (battery, Power Status etc.)		
Features	Protection ( $\geq$ 600Joules for surge energy rating, overload, etc.)		
Accessories	Power cord, output outlet, etc.		

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

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**ANNEX C**

**TECHNICAL SPECIFICATIONS  
3KVA UNINTERRUPTIBLE POWER SUPPLY (UPS)**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
Capacity	3 KVA		
AC Operating Voltage Range	208 to 240V		
Frequency	60Hz $\pm$ 5%		
AC Input Voltage	220 to 240V		
AC Output Voltage	220 to 240V		
Power Factor	0.9 - 1		
Output Receptacles	$\geq$ 2 (min.)		
Output Wave form	Sine wave/ Pure Sine wave		
Battery runtime	$\geq$ 30 minutes per 500W		
Display(LCD Panel)	General and Other information (battery, Power Status etc.)		
Features	Protection ( $\geq$ 600Joules for surge energy rating, overload, etc.)		
Accessories	Power cord, output outlet, etc.		

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

**ANNEX C**

**TECHNICAL SPECIFICATIONS  
6KVA UNINTERRUPTIBLE POWER SUPPLY (UPS)**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
Capacity	6 KVA		
Type	On-line		
Wave form	Pure sine wave		
<b>INPUT PARAMETER</b>			
Nominal Voltage	220/230Vac		
Voltage Range	160 – 270 VAC		
Frequency	50/60 Hz		
Frequency Range	45 – 65 Hz		
Power Factor	1.0		
<b>OUTPUT PARAMETER</b>			
Nominal voltage	220/230 V		
Voltage regulation	+/- 1%		
Power Factor	1.0		
Transfer time	Zero		
Operating Temperature	0°C - 40°C		
Runtime	Minimum of 15 minutes at ATM full load		
Battery	Sealed Maintenance Free		
Power cord	Detachable Power Cord with: 1 – Line to Line 1 – Neutral ground 1 – Earth ground (green)		
Output Outlet	Standard Design 3 – Prong Parallel Outlet with: 1 – Line to Line 1 – Neutral Ground 1 – Earth ground (Green)		

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

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<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
LCD Display Monitor	Must be able to display the following: <ul style="list-style-type: none"><li>• Frequency</li><li>• Load in Watt</li><li>• Temperature</li><li>• Load Percentage</li></ul>		
Protection	Must have a protection against short circuit such as but not limited to the following: <ul style="list-style-type: none"><li>• Overload</li><li>• Low input voltage</li><li>• Surge input voltage per UL 1449</li><li>• Overheat in the UPS</li></ul>		
Audio Indications	Must have a signal indication during battery mode, low battery, other fault detected on the UPS.		
Overload capability	Must be able to sustain for at least 60 seconds in case of 100% load without abnormal behavior of the UPS		

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

**ANNEX C**

**TECHNICAL SPECIFICATIONS**

**10KVA UNINTERRUPTIBLE POWER SUPPLY (UPS)**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
Capacity	10 KVA		
Type	On-line		
Wave form	Pure sine wave		
<b>INPUT PARAMETER</b>			
Nominal Voltage	220/230Vac		
Voltage Range	160 – 270 VAC		
Frequency	50/60 Hz		
Frequency Range	45 – 65 Hz		
Power Factor	1.0		
<b>OUTPUT PARAMETER</b>			
Nominal voltage	220/230 V		
Voltage regulation	+/- 1%		
Power Factor	1.0		
Transfer time	Zero		
Operating Temperature	0°C - 40°C		
Runtime	Minimum of 15 minutes at ATM full load		
Battery	Sealed Maintenance Free		
Power cord	Detachable Power Cord with: 1 – Line to Line 1 – Neutral ground 1 – Earth ground (green)		
Output Outlet	Standard Design 3 – Prong Parallel Outlet with: 1 – Line to Line 1 – Neutral Ground 1 – Earth ground (Green)		

**TECHNICAL SPECIFICATIONS**  
**SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

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<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATION</b>	<b>REFERENCE DOCUMENTS</b>
LCD Display Monitor	Must be able to display the following: <ul style="list-style-type: none"><li>• Frequency</li><li>• Load in Watt</li><li>• Temperature</li><li>• Load Percentage</li></ul>		
Protection	Must have a protection against short circuit such as but not limited to the following: <ul style="list-style-type: none"><li>• Overload</li><li>• Low input voltage</li><li>• Surge input voltage per UL 1449</li><li>• Overheat in the UPS</li></ul>		
Audio Indications	Must have a signal indication during battery mode, low battery, other fault detected on the UPS.		
Overload capability	Must be able to sustain for at least 60 seconds in case of 100% load without abnormal behavior of the UPS		

**TECHNICAL SPECIFICATIONS  
SUPPLY, DELIVERY, INSTALLATION and TESTING OF UPS**

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**ANNEX D**

**SERVICE CENTER LIST FORM**

1. Region	(Bidder's Service Center Address within the Region)
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