



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **Procurement of Data Analytics Licenses/Subscription**

SVP-2025-30 – Re-posting

Approved Budget for the Contract: 300,000.00 inclusive of all applicable tax

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat or Internal Audit Group not later than 05:00 P.M. of Monday 29 September 2025**
3. All quotations must be inclusive of all taxes and other charges.
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;**
 - **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 AND Duly notarized Omnibus Sworn Statement | Duly notarized Secretary's Certificate AND 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/>

Procurement of Data Analytics
TECHNICAL SPECIFICATIONS (TS)

I. BACKGROUND

The TeamMate application is the Bank's audit management system that supports various audit activities, including planning, execution, and reporting. The organization has identified the need for advanced data analytics tools to further enhance its capabilities. These tools will enable auditors to analyze large datasets, identify trends, and uncover insights that are critical for informed decision-making.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Three Hundred Thousand Pesos (Php 300,000.00), inclusive of all applicable taxes.

III. SOFTWARE REQUIREMENTS

A. License

The acquisition covers three (3) Data Analytics Licenses:

| License Description | Quantity | Unit Cost | Total |
|------------------------|----------|----------------|----------------|
| Data Analytics License | 3 | Php 100,000.00 | Php 300,000.00 |

B. License Inclusions

1. Installation, configuration and activation of the three (3) licenses in both test, production and DR servers.
2. Conduct face-to-face training sessions (16 hours).
3. Access to training materials (manuals, videos, FAQs).
4. Integration with existing bank databases.
5. Data migration support and validation for relevant data from existing systems to ensure continuity, integrity, and usability of historical information.
6. Report customization services to meet specific reporting or analytics needs.

III. PERIOD COVERAGE

The licenses will cover the inclusive period from October 1, 2025 to September 30, 2026.

IV. VENDOR REQUIREMENTS

A. Vendor must submit the following documentary requirements:

1. Valid and Current PhilGEPS Registration Certificate/ Registration Number
2. Updated Business or Mayor's Permit
3. Update Business or Income Tax Return (ITR)
4. Notarized Omnibus Sworn Statement
5. Secretary's Certificate with photocopy of the IDs
6. Updated Letter or Certificate issued by the principal/ manufacturer or downloadable from the website that the Vendor is an authorized reseller of the Data Analytics

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

Technical Specifications (TS)
Data Analytics

B. Required after receipt of the Notice to Proceed (NTP):

The vendor must submit a License Certificate or Proof-of-Entitlement for the duration of the period coverage as provided under Section III.

V. MAINTENANCE LICENSE INCLUSIONS

Support Requirements

- 24 x 7 support availability including weekends and holidays (email, phone, live chat)
- Support for inquiries, problems, and issues relative to the use of Data Analytics.
- Assistance in the installation and activation of any changes and upgrades

VI. PAYMENT

DBP shall pay the corresponding contract price to the Vendor within fifteen (15) calendar days from receipt of the Vendor's Sales Invoice and issuance by DBP's Certificate of Completion/ Acceptance, provided the Vendor has completed the requirements for the Data Analytics.

VII. WARRANTY SECURITY

The vendor is required to submit a Warranty Security either in a form of a special bank guarantee or a letter confirmation for the retention money in the amount equivalent to five percent (5%) of the annual contract price with option to renew or extend the existing warranty security. This will only be released after the lapse of the contract period. In the event of any extension of the term of this Agreement, the Warranty Security shall be renewed accordingly.

VIII. NON-DISCLOSURE CONDITION

The vendor 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 this Technical Specifications. In the same manner, the responses to the Technical Specification 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 vendor, and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning vendor undertake 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 confidentiality obligation as set forth in this Section.
4. This confidentiality obligation shall survive even after the termination of the contract.
5. The winning vendor shall, likewise, oblige the provider to be bound by this confidentiality contract.
6. The winning 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 circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

Technical Specifications (TS)
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7. A Non-Disclosure Agreement between DBP and the winning vendor 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.

IX. LIQUIDATED DAMAGES

If the Vendor fails to satisfactorily perform the services within the period (s) specified in the Agreement inclusive of duly granted time extensions if any, DBP shall, without prejudice to its other remedies under the Agreement and under applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of 1/10 of 1% of the cost of the unperformed portion for every day of delay until actual delivery or performance.

The maximum deduction shall be 10% of the amount of Agreement. Once the maximum amount of liquidated damages reaches ten percent (10%), DBP may rescind or terminate the Agreement, without prejudice to other courses of action and remedies open to it.

X. 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 Project, or accept the proposal which is most advantageous to DBP
2. It is understood by all bidders 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 bidders
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 the Contract, or payment under the Contract, without the prior written consent of DBP is not allowed. Subcontracting is not allowed without the prior written consent of DBP.
5. **Right to Audit and Corrective Action Clause** – The Vendor agrees that it shall give DBP, the BSP, and other regulatory agencies the right to audit/ examine the/ access to the Data Analytics
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). A copy of the draft contract is attached in the bidding documents.
7. **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, with effect from the date of signing thereof.

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 _____