



## **REQUEST FOR QUOTATION**

### **Supply, Delivery and Installation of Various ATM Parts**

Procuring Entity : DBP Head Office  
Solicitation Number : P-ICTSD-25-00440  
Date of Posting/Canvass : 09/05/2025  
Deadline of Submission : 09/10/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱488,806.50

**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.

**Documentary Requirements:**

- Signed Formal Quotation/Proposal (using Supplier's Letterhead) with Scope of Services/Technical Specifications to prove compliance with DBP requirements;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) Mayor's/Business permit;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative)

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

**CLYD JUSTINE U. ESGUERRA / [cjuesguerra@dbp.ph](mailto:cjuesguerra@dbp.ph) / 8818-9511 local 2603 / 0916-683-7151**

**Terms of Reference****SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS ATM PARTS****TERMS OF REFERENCE****SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS ATM PARTS  
UNDER SMALL VALUE PROCUREMENT****I. APPROVED BUDGET FOR THE CONTRACT (ABC): Php488,806.50 (inclusive of VAT/applicable taxes and other charges)****II. COVERAGE**

The project shall cover supply, delivery, repair of OEM ATM Part/s commencing from the date of receipt of Notice to Proceed (NTP).

|                          |                    |
|--------------------------|--------------------|
| Supply, Delivery, Repair | 45 days (calendar) |
|--------------------------|--------------------|

Below are the details of the terminal.

| BRANCH NAME  | TID | SITE/ PROPERTY NO. | BRAND              | SERIAL NUMBER | TERMINAL ADDRESS                                                                               | PART/S                                                 | UNIT PRICE   | TOTAL PRICE   |
|--------------|-----|--------------------|--------------------|---------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------|---------------|
| COMMONWEALTH | 209 | OFFSITE / CW00031  | DIEBOLD OPTEVA 512 | 1512RDC03265  | G/F DBP COMMONWEALTH BRANCH BUILDING, COMMONWEALTH AVENUE, DILIMAN, QUEZON CITY                | ATM SERVICING/PREPARE ASSESMENT PRIOR ENROLLMENT TO MA | PHP2,625.00  | PHP2,625.00   |
| BANGUI       | 503 | OFFSITE / BAN0022  | WINCOR PROCASH 280 | 56DW511553    | LGU BANGUI, NATIONAL HIGHWAY, BARANGAY SAN LORENZO, BANGUI, ILOCOS NORTE                       | 1 PC – SHUTTER COVER GRAY                              | PHP9,135.00  | PHP9,135.00   |
| BANGUI       | 659 | ONSITE / BAN0001   | WINCOR PROCASH 280 | 56DW513636    | STALL NO. 4, BANGUI LEGISLATIVE BLDG., BRGY. SAN LORENZO, BANGUI, ILOCOS NORTE                 | 1 PC – SHUTTER COVER GRAY                              | PHP9,135.00  | PHP9,135.00   |
| SANTIAGO     | 664 | OFFSITE / IT0056   | DIEBOLD OPTEVA 569 | 1569RDC12618  | RB MALLIG PLAINS, SAN LEONARDO, AGLIPAY, QUIRINO                                               | 1 PC – SWITCH,004 KY,OPN KYBD,MTL CARBON,54.74         | PHP4,651.50  | PHP4,651.50   |
| BORONGAN     | 325 | ONSITE / BN00241   | DIEBOLD OPTEVA 522 | 1522FDC05344  | DBP BORONGAN BRANCH, E. CINCO ST., BRGY C., BORONGAN CITY, EASTERN SAMAR                       | 3 PCS – OPTEVA CURRENCY CASSETTE                       | PHP27,720.00 | PHP83,160.00  |
| SANTIAGO     | 578 | OFFSITE / IT0047   | WINCOR PROCASH 280 | 56DW513637    | BANGKO MAGSAYSAY (ISA.) INC. - DELFIN ALBANO OFFICE, BRGY. SAN ANTONIO, DELFIN ALBANO, ISABELA | 4 PCS – PROCASH CURRENCY CASSETTE                      | PHP27,720.00 | PHP110,880.00 |

**Conformed by:**

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Terms of Reference****SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS ATM PARTS**

|        |     |                                    |                          |              |                                                                                                     |                                            |              |               |
|--------|-----|------------------------------------|--------------------------|--------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------|--------------|---------------|
| KALIBO | 130 | ONSITE /                           | DIEBOLD<br>OPTEVA<br>510 | 1510FDC05221 | DBP BLDG.<br>CAPITOL<br>SITE,<br>ESTANCIA,<br>KALIBO,<br>AKLAN                                      | 1 PC –<br>CONSUMER<br>MONITOR              | PHP79,170.00 | PHP79,170.00  |
| KALIBO | 457 | OFFSITE /                          | DIEBOLD<br>OPTEVA<br>569 | 1569RDC07729 | METRO<br>KALIBO<br>WATER<br>DISTRICT, J.<br>CARDINAL<br>SIN STREET,<br>ANDAGAO,<br>KALIBO,<br>AKLAN | 1 PC –<br>CONSUMER<br>MONITOR              | PHP79,170.00 | PHP79,170.00  |
| CLAVER | 655 | ONSITE /<br>2017-00-IT-<br>0007-02 | WINCOR<br>PROCASH<br>280 | 56DW513625   | DBP<br>CLAVER<br>BRANCH,<br>CLARIN ST.,<br>TAYAGA,<br>CLAVER,<br>SURIGAO<br>DEL NORTE               | 4 PCS –<br>PROCASH<br>CURRENCY<br>CASSETTE | PHP27,720.00 | PHP110,880.00 |
| TOTAL  |     |                                    |                          |              |                                                                                                     |                                            |              | PHP488,806.50 |

**III. WARRANTY**

- Three (3) months factory warranty from the date of delivery covering the hardware and installation support services.
- The warranty shall commence upon delivery and/or repair of the parts.

**IV. PAYMENT**

1. Payment shall be processed after completion of the project and subject to submission of the complete documents for payment (Certificate of Completion and Acceptance; Invoice/Billing Statement), as applicable.

**V. LIQUIDATED DAMAGES**

If the vendor fails to satisfactorily perform the services within the period(s) specified in Terms of Reference (TOR) inclusive of duly granted time extensions if any, DBP shall, without prejudice to its other remedies under the TOR 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 in the TOR. 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.

**Conformed by:**

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Terms of Reference**

**SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS ATM PARTS**

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**VI. OTHER CONDITIONS**

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.

**VI. DOCUMENTARY REQUIREMENTS**

- Signed Proposal/Quotation
- Updated Mayor's or Business Permit
- Signed DBP Data Privacy Consent Form
- Secretary's Certificate (for Supplier under partnership/corporation)
- Omnibus Sworn Statement
- Proof of PhilGEPS Registration

Recommended by:

**SIGNED**

**MGR. JAMES RYAN D. MANANSALA**  
Head, ECOD-ECMSU

Appr

**SIGNED**

**SM HENSON/G. CASALEM**  
Head, ECOD

**Conformed by:**

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



|                 |                                                                         |
|-----------------|-------------------------------------------------------------------------|
| Name of Project | P-ICTSD-25-00440 Supply, Delivery and Installation of Various ATM Parts |
|-----------------|-------------------------------------------------------------------------|

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**<sup>1</sup> 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](mailto:info@dbp.ph).

<sup>1</sup>**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.