



REQUEST FOR QUOTATION

Supply, Delivery and Installation of Various ATM Parts

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-25-00493
Date of Posting/Canvass : 10/14/2025
Deadline of Submission : 10/17/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱365,424.18

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 eleven (11) 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 / 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): PhP365,424.18 (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	30 days (calendar)
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Below are the details of the terminal/s.

BRANCH NAME	TID	SITE / PROPERTY NO.	BRAND	SERIAL NUMBER	TERMINAL ADDRESS	PART/S	UNIT PRICE	TOTAL PRICE
GENERAL SANTOS	941	OFFSITE / GS00543	NCR	94-54071434	LGU GENERAL SANTOS CITY, GENERAL SANTOS CITY, SOUTH COTABATO	4 pcs – NCR S1 Standard Cassettes w/ keylock	PHP13,500.00✓	PHP66,000.00✓
						1 pc – NCR S1 Latch fast Purge Bin w/ keylock for ss22/26 ATM	PHP12,000.00✓	
GENERAL SANTOS	946	OFFSITE / GS00559	NCR	94-54071455	DBP GENERAL SANTOS BRANCH ROXAS AVENUE, GENERAL SANTOS CITY, SOUTH COTABATO	4 pcs – NCR S1 Standard Cassettes w/ keylock	PHP13,500.00✓	PHP66,000.00✓
						1 pc – NCR S1 Latch fast Purge Bin w/ keylock for ss22/26 ATM	PHP12,000.00✓	
GENERAL SANTOS	942	OFFSITE / GS00542	NCR	94-54071435	LGU GENERAL SANTOS CITY, GENERAL SANTOS CITY, SOUTH COTABATO	4 pcs – NCR S1 Standard Cassettes w/ keylock	PHP13,500.00✓	PHP66,000.00✓
						1 pc – NCR S1 Latch fast Purge Bin w/ keylock for ss22/26 ATM	PHP12,000.00✓	

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

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

CAGAYAN DE ORO	828	OFFSITE / CDO01163	NCR	94-54065899	DPWH COMPOUND, MOTHER OF PERPETUAL HELP AVE., BULUA, CAGAYAN DE ORO CITY, MISAMIS ORIENTAL	1 PC – TOUCH GLASS SAW ANTI-GLARE	PHP7,455.42	PHP13,950.07
						LABOR	PHP5,000.00	
						12% VAT	PHP1,494.65	
KIDAPAWAN	855	OFFSITE /	NCR	94-54071193	COOPERATIVE BANK OF COTABATO, JOSE ABAD ST., KIDAPAWAN CITY, COTABATO	1 pc – Safe Lock Electronic	PHP27,359.01	PHP36,242.09
						Labor	PHP5,000.00	
						12% VAT	PHP3,883.08	
BANGUI	777	OFFSITE / BAN-0176	NCR	94-54065249	DUMALNEG MUNICIPAL HALL, DUMALNEG, ILOCOS NORTE	1 pc – Safe Lock Electronic	PHP27,359.01	PHP101,762.09
						Force Opening	PHP58,500.00	
						12% VAT	PHP10,903.08	
						LABOR	PHP5,000.00	
PLACER	943	OFFSITE / PC-068	NCR	94-54071453	DBP PLACER BRANCH, CORNER AVENIDO & BALANGAWAN STREETS, BRGY. CENTRO, PLACER, MASBATE	1 pc – Drive, HDD 500GB 3.5"SATA Seagate Pharaoh Oasis	PHP8,812.44	PHP15,469.93
						Labor	PHP5,000.00	
						12% VAT	PHP1,657.49	
TOTAL								PHP365,424.18

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).

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

Terms of Reference

SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS ATM PARTS

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.

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 (Suppliers Under Partnership/Corporation)
- Omnibus Sworn Statement
- Proof of PhilGEPS Registration
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Recommended by:

SIGNED

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

Approved by:

SIGNED

SM MELANIE A. LAQUI *M/31/2025*
Concurrent Officer-In-Charge, ECOD
Per Group Order No. 3357 dated Sep. 25, 2025

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	P-ICTSD-25-00493 Supply, Delivery and Installation of Various ATM Parts
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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.