



REQUEST FOR QUOTATION

Supply and Delivery of Various Headsets

Procuring Entity : DBP Head Office
Solicitation Number : P-OCS-25-00521; P-NISD-25-00569;
P-CEM-25-00558
Date of Posting/Canvass : 10/07/2025
Deadline of Submission : 10/10/2025 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱234,800.00

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 brochure/data sheet for the brand and model being offered to prove compliance with the required technical specifications;
- Proof of PhilGEPS Registration;
- Valid/Updated 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; and
- Signed DBP Privacy Consent Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page)

Note: Please refer to item VII. of the Terms of Reference (TOR) for the Guidelines of submission of sample unit (Applicable for the Headset for Telephone Operator)

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

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____

Authorized Signatory: _____

Signature over Printed Name

Date: _____

DEVELOPMENT BANK OF THE PHILIPPINES (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value Procurement

Supply and Delivery of Various Headsets



I. Approved Budget for the Contract: ₱ 234,800.00 (inclusive of VAT/applicable taxes & other charges).

Particulars	User Business Unit	Quantity	Unit Cost	Total Cost
1. Headset for Transcription	Office of the Corporate Secretary	10	₱ 1,980.00	₱ 19,800.00
2. Headset for Helpdesk	Technical Services and Support Department	5	₱ 18,000.00	₱ 90,000.00
3. Headset for Telephone Operators	Customer Experience Management Department	8	₱ 15,625.00	₱ 125,000.00
TOTAL				₱ 234,800.00

Note: Supplier may submit a quotation for one or all items.

II. Minimum Technical Specifications Unless Otherwise Specified

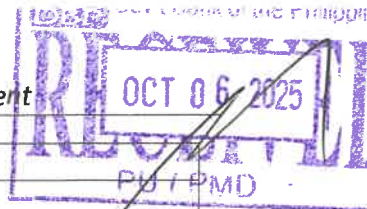
1. HEADSET FOR TRANSCRIPTION	
Particulars	Minimum Specifications
General Requirements	a. Wired 3.5mm Headset / 40mm driver
	b. Memory foam comfort / over-ear
	c. Color: Black
	d. Cable length: 120 cm. (min.) – 130cm. (max.)
	e. Weight: 220g. (min.) – 250g. (max.)
Audio	f. Dynamic frequency response range: 20 Hz – 20 kHz
	g. Passive frequency response range: 20Hz – 20 kHz
	h. Sensitivity: 96 dB SPL (min.) – 109 dB SPL
	i. Impedance: 32 ohm
Microphone	j. Frequency response: 100 Hz - 10 kHz.
	k. Sensitivity: -42 (min.) - -45 (max.) dBV
	l. Microphone type: detachable boom
	m. Pickup pattern: Directional
Compatibility	n. Windows Operating System
Warranty	o. One (1) year on parts and service

2. HEADSET FOR HELPDESK	
Particulars	Minimum Specifications
Audio	a. Speaker Max output power
	b. Speaker frequency range
	c. Speaker bandwidth music mode
	d. Speaker bandwidth speak mode
	e. Microphone Type
	f. Microphone frequency range

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____



2. HEADSET FOR HELPDESK		
Particulars	Minimum Specifications	
Ease of Use	g. Intuitive audio control	Answer/end call - reject call - volume control
	h. Voice/Mute	Yes
Battery	i. Talk time (up to / hours)	13 hours
	j. Power consumption	7.5V/650mA
Connectivity	k. Connection (mini jack, USB, etc.)	Micro USB, RJ-9 for handset, RJ-9 for desk phone audio, RJ-45 for AUX
	l. Operating range	Up to 150m
Warranty	m. Two (2) years on parts and service	

3. HEADSET FOR TELEPHONE OPERATORS		
Particulars	Minimum Specifications	
Audio	a. With Active Noise Cancellation functionality and sound mode option for transparency	
	b. With at least 28 mm speakers	
	c. With at least 6 microphones technology	
	d. With user hearing protection functionality	
Style, Fit and Comfort	e. Headband-double sided style	
Connectivity	f. Plug-and-play connectivity to a computer or mobile device via USB-A or USB-C	
	g. Bluetooth connectivity, wireless range of at least 30 m / 100 ft	
	h. Up to two (2) simultaneous Bluetooth connections including mobile device and computer	
	i. Multiple device pairing-pair up to 8 devices	
Ease of Use	j. Corded or wired style	
	k. With embedded basic call management functionalities on the hardware, such as power on and off, muting or unmuting of calls, answering calls, and increasing/decreasing speaker volume	
Integration	l. Software Integration – Capable to integrate or connect to the following applications: i. Avaya One-X App/Attendant ii. Windows Software iii. Microsoft Teams iv. Zoom v. Google Meet	
Battery	m. Maximum of two (2) hours charging	
	n. At least 12 hours battery life (continued use)	
	o. At least 15 hours standby time (when not in use)	
	p. Can charge while in use	
Warranty	q. Two (2) years on parts and services	

III. Conditions of the Contract:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject delivery if the item/s delivered are found to be defective and not in accordance with the required specification.
2. DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform and comply with its obligation.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

3. **Delivery Period:** The Supplier shall deliver the items within sixty (60) calendar days after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Head Office, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Mngt. Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.

IV. Warranty and Retention:

1. The Supplier warrants that goods supplied under the contract are new and unused of the most recent or current model based on the required specifications.
2. Warrants to repair defective item/s or parts within fifteen (15) calendar days and to replace defective item/s or parts if beyond repair within seven (7) calendar days from receipt of written notice of the DBP.
3. The obligation of the warranty shall be covered by a retention money equivalent to 3% of the total contract price. The retention money shall only be released three (3) months after completion of delivery while the remaining warranty period shall be covered by a paper warranty. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

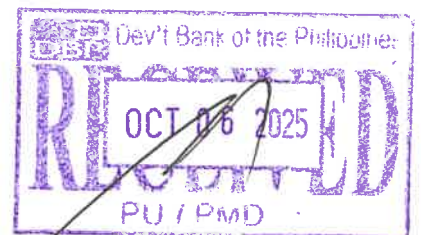
V. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g., Invoice / Billing Statement / Statement of Account, Certificate of Completion/Acceptance issued by DBP, as applicable)
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

VI. Requirements for Interested Suppliers:

Prospective Suppliers must submit the following:

1. Proposal/Quotation with brochure or data sheet for the brand and model being offered to prove compliance with the required technical specifications.
2. Proof of PhilGEPS Registration
3. 2025 Mayor's/Business Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (For supplier under partnership/corporation)
6. Signed DBP Data Privacy Consent Form



VII. User Testing Guidelines for Sample Unit (Applicable only for the Headset for Telephone Operator)

1. Interested/Prospective Supplier shall submit one (1) sample unit placed in a sealed container for end-user testing as part of the technical evaluation process of the Bank to ensure compliance with the required technical and functional specifications.
2. Interested/Prospective Supplier shall send a representative to DBP during the technical evaluation process to conduct a test-run of the provided unit together with the end users. DBP shall inform the Interested/Prospective Supplier on the schedule of the test-run.
3. DBP shall open the sample unit only in the presence of the Interested/Prospective Supplier during the test-run. The sample unit shall be in the custody of DBP until the technical evaluation process is consummated.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

Recommended by:

SIGNED

Mgr. John Eric T. Tenazas
Head, Communications Unit

Concurred by:

SIGNED

SM Angelito V. Mortiz Jr.
Head, Technical Support Unit
(For the Headset for Helpdesk)

SIGNED

VP Maria Katrina L. Infante
Head, Office of the Corporate Secretary
(For the Headset for Transcription)

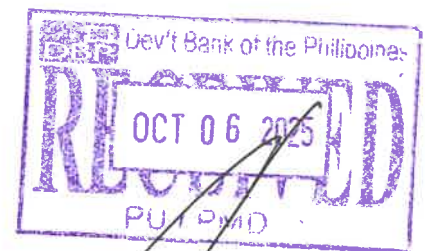
SIGNED

VP Madeleine M. Casas
Head, Customer Experience Management Department
(For the Headset for Telephone Operators)

Approved by:

SIGNED

SM Robert B. Calimlim
Acting Head, Network Infrastructure Services Department
Per Office Order No. 491 dated 27 November 2024



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Supply and Delivery of Various Headsets
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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.