



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12465556

**Procuring Entity** DBP BRANCH BANKING GROUP - BICOL

**Title** SUPPLY, DELIVERY, INSTALLATION TESTING AND COMMISSIONING OF BIOMETRIC ACCESS SYSTEM FOR DBP IRIGA BRANCH, DBP SORSOGON BRANCH AND DBP MASBATE BRANCH

**Area of Delivery** Camarines Sur, Masbate, Sorsogon

<b>Solicitation Number:</b>	2025-029	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Security Surveillance and Detection Equipment	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 450,000.00	<b>Date Published</b>	08/10/2025
<b>Delivery Period:</b>	30 Day/s	<b>Last Updated / Time</b>	07/10/2025 16:15 PM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	15/10/2025 15:00 PM
<b>Contact Person:</b>	Jennifer Cordial Naval Chairperson, RBAC-Bicol Panganiban Drive Naga City Camarines Sur Philippines 4400 63-2-88189511 Ext.1590  bbg@dbp.ph		

#### Description

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT (GOODS & SERVICES)

APPROVED BUDGET FOR THE CONTRACT:

FOUR HUNDRED FIFTY THOUSAND PESOS ONLY – Php 450,000.00 (inclusive of VAT/applicable taxes)

DESCRIPTION QUANTITY Total Cost Inclusive of All Applicable Taxes

IRIGA Biometric System

Vault Access ₱150,000.00

SORSOGON Biometric System

Vault Access ₱150,000.00

MASBATE Biometric System

Vault Access ₱150,000.00

TOTAL ₱450,000.00

TECHNICAL SPECIFICATIONS: See attached Terms of Reference for the Technical Specifications

CONDITIONS OF THE CONTRACT:

The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP

reserves the right to reject delivery if the item/s delivered are found to be defective or do not meet the required specifications/model.

DBP may terminate/cancel the Contract Agreement/Purchase Order (PO)/Notice to Proceed (NTP) when if the Supplier fails to deliver, perform and comply with its obligation.

**Delivery Period:** The Supplier shall complete the supply, delivery, installation, testing and commissioning of fire detection alarm system (FDAS) within thirty (30) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).

**Point of Delivery:**

DBP SORSOGON BRANCH  
ACM BLDG., COR. BURGOS AND RIZAL STS., SORSOGON CITY 4700

DBP IRIGA BRANCH  
GROUND FLOOR, ICT BLDG., LGU IRIGA CITY COMPOUND, NEW GOVERNMENT CENTER, STA. CRUZ, IRIGA CITY, CAMARINES SUR

DBP MASBATE BUILDING  
DANAO COR MABINI STREET, BRGY. BAPOR, MASBATE CITY, MASBATE 5400

**Warranty:** The warranty period shall be one (1) year from the date of acceptance of the item/s by DBP.

**DOCUMENTARY REQUIREMENTS:**

Interested Supplier/s must submit the following documents:

Proposal/Quotation  
Proof PhilGEPS Registration  
2025 Mayor's/Business Permit  
BIR Tax Clearance  
Omnibus Sworn Statement  
Secretary Certificate (for Supplier under Partnership/Corporation)  
Signed Request for Quotation (RFQ)  
Data Privacy Consent Form  
Brochure

**PAYMENT:**

ONE-TIME, FULL PAYMENT shall be processed be after completion of the project subject to submission of following complete documents:

Project Pictures  
Invoice/Billing Statement  
Certificate of Completion/Acceptance (as applicable)

**LIQUIDATED DAMAGES:**

Once the contractor fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.

In computing liquidated damages, the DBP shall determine the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted End-User or Implementing Units and the DBP.

To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the contractor under the contract, collected from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the DBP.

In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

**Other Information**

For clarifications, please contact:

Jocel Amor C. Nobleza  
jatcaceres@dbp.ph  
(02) 8818-9511 local 1590

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**Created by** Jennifer Cordial Naval  
**Date Created** 07/10/2025

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DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



BACONG PILIPINAS

Request for Quotation No.: \_\_\_\_\_

Date of RFQ: \_\_\_\_\_

Deadline for Submission of Quotations: \_\_\_\_\_

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF  
BIOMETRIC ACCESS SYSTEM FOR DBP IRIGA BRANCH,  
DBP SORSOGON BRANCH AND DBP MASBATE BRANCH**

Date of Quotation : \_\_\_\_\_  
Name of Company/Lessor : \_\_\_\_\_  
Address : \_\_\_\_\_  
SEC/DTI Registration No. : \_\_\_\_\_ Valid until: \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
Tax Identification No. (TIN) : \_\_\_\_\_  
PhilGEPS Reg. Certificate No. : \_\_\_\_\_ Valid until: \_\_\_\_\_

Please quote your best offer to the item described below, subject to the terms and conditions provided at the request for quotation. Kindly submit your quotation, duly signed by you or your authorized representative, to **DBP BBG-Bicol**, not later than **October , 2025 at 3:00PM**.

**JOCEL AMOR C. NOBLEZA**

Procurement Officer (DBP)

After having carefully read and accepted the Terms and Conditions, we submit our quotation as follows:

ITEM DESCRIPTION	OFFER/QUOTATION				
	PRICE		COMPLIANCE WITH TECHNICAL SPECS		REMARKS, if not compliant
	QTY.	Quotation	YES	NO	
<i>Supply, Delivery, Installation, Testing And Commissioning Of Biometric Access System For DBP Iriga Branch, DBP Sorsogon Branch and DBP Masbate Branch</i>	1 lot	₱			
<b>Technical Specifications:</b> ➤					

SIGNATURE OVER PRINTED NAME

DESIGNATION: \_\_\_\_\_

CONTACT NUMBER/S: \_\_\_\_\_

E-MAIL ADDRESS/ES: \_\_\_\_\_



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



BACOON PILIPINAS

**PROJECT : SUPPLY, DELIVERY, INSTALLATION TESTING AND COMMISSIONING OF BIOMETRIC ACCESS SYSTEM FOR DBP IRIGA BRANCH, DBP SORSOGON BRANCH AND DBP MASBATE BRANCH**

**LOCATION : DBP SORSOGON BRANCH, ACM BLDG., COR. BURGOS AND RIZAL STS., SORSOGON CITY 4700**

**DBP IRIGA BRANCH, GROUND FLOOR, ICT BLDG., LGU IRIGA CITY COMPOUND, NEW GOVERNMENT CENTER, STA. CRUZ, IRIGA CITY, CAMARINES SUR**

**DBP MASBATE BUILDING, DANAO COR MABINI STREET, BRGY. BAPOR, MASBATE CITY, MASBATE 5400**

**SUBJECT : TERMS OF REFERENCE**

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**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT (GOODS & SERVICES)**

**I. APPROVED BUDGET FOR THE CONTRACT:**

**FOUR HUNDRED FIFTY THOUSAND PESOS ONLY – Php 450,000.00 (inclusive of VAT/applicable taxes)**

DESCRIPTION	QUANTITY	Total Cost Inclusive of All Applicable Taxes
IRIGA	Biometric System Vault Access	₱150,000.00
SORSOGON	Biometric System Vault Access	₱150,000.00
MASBATE	Biometric System Vault Access	₱150,000.00
<b>TOTAL</b>		<b>₱450,000.00</b>

**II. TECHNICAL SPECIFICATIONS:**

Components/Particulars	Biometric Access System
<b>Biometric Fingerprint Reader</b>	
- Fingerprint Capacity	≥ 2,000
- Record Capacity	100,000 min.
- Communication	TCP/IP, RS232/485 (compatible cord for PC), USB Host
- Interface	Electric lock, door sensor, exit button, capable of print/view on list of enrollees and period of entries
- Function	Dual-control/authorization (optional function to Lending Centers)
- Inclusive	Necessary accessories

<b>Single Door Magnetic Lock</b>	
- Lock Site	Wooden Door, Glass Door, Metal Door, etc.
- Holding Force	600lbs min.
- Feature	Fail-safe
<b>LZ Brackets</b>	
- Material	Shall be made of stainless steel material
<b>U Brackets and L Brackets</b>	
- Material	Shall be made of stainless steel material
<b>Exit Button</b>	
- Material	Shall be made of stainless steel material
- Function	Physical push-button to unlock doors when exiting
- Mounting	Surface-mounted
<b>Power Supply w/ Back-up Battery</b>	
- Output	12V DC, $\geq$ 3A
- Input Frequency	50 – 60Hz
- Adjustable Locking Delay Time	0 – 15 sec.
- Set NC/NO outputs, can control various types of electric locks	

Components/Particulars	Desktop PC
- Processor	Minimum of intel core i7-13700/13700k/13700T/13700KF (13th Gen, 2.10GHz up to 4.0GHz max. turbo)
- Memory	Minimum of 32GB (2x16GB) DDR5-4800 Memory (4 slots)
- Hard Disk Capacity	Minimum of one (1) terabyte SSD NVMe M.2
- Graphics and Video Controller	Minimum of 1GB integrated/on-board/dedicated
- Audio Controller	On-board audio controller
- Monitor	Minimum of 24" color LED standard monitor (wide) with 1920x1080 resolution
- Keyboard/Mouse	USB Soft-touch 101 enhanced keyboard/USB optical scroll mouse
- Multimedia	Internal speaker
- Operating System	With pre-installed Windows 11 Professional 64-bit must have compatible part drivers for Windows 10
- Management Software	Alarm/Access Control/CCTV System Management Software

### III. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP reserves the right to reject delivery if the item/s delivered are found to be defective or do not meet the required specifications/model.
2. DBP may terminate/cancel the Contract Agreement/Purchase Order (PO)/Notice to Proceed (NTP) when if the Supplier fails to deliver, perform and comply with its obligation.

3. **Delivery Period:** The Supplier shall complete the supply, delivery, installation, testing and commissioning of fire detection alarm system (FDAS) within **thirty (30) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).

4. **Point of Delivery:**

**DBP SORSOGON BRANCH**

ACM BLDG., COR. BURGOS AND RIZAL STS., SORSOGON CITY 4700

**DBP IRIGA BRANCH**

GROUND FLOOR, ICT BLDG., LGU IRIGA CITY COMPOUND, NEW GOVERNMENT CENTER, STA. CRUZ, IRIGA CITY, CAMARINES SUR

**DBP MASBATE BUILDING**

DANAQ COR MABINI STREET, BRGY. BAPOR, MASBATE CITY, MASBATE 5400

5. **Warranty:** The warranty period shall be one (1) year from the date of acceptance of the item/s by DBP.

**IV. DOCUMENTARY REQUIREMENTS:**

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- BIR Tax Clearance
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)
- Data Privacy Consent Form
- Brochure

**V. PAYMENT:**

**ONE-TIME, FULL PAYMENT** shall be processed be after completion of the project subject to submission of following complete documents:

- Project Pictures
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)

**VI. LIQUIDATED DAMAGES:**

Once the contractor fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.

In computing liquidated damages, the DBP shall determine the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide

the desired benefits as certified by the targeted End-User or Implementing Units and the DBP.

To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the contractor under the contract, collected from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the DBP.

In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

**Recommended by:**

**-Signed-**

**JERIC S. ANDRADA**  
Branch Services Officer  
DBP Iriga Branch

**-Signed-**

**KATHLEEN M. RECTRA**  
Branch Services Officer  
DBP Sorsogon Branch

**-Signed-**

**ELISEO B. DANA JR.**  
Branch Services Officer  
DBP Masbate Branch

**Approved by:**

**-Signed-**

**VP NOMERLITO A. JUATCHON**  
Officer-In-Charge  
Branch Banking Group-Bicol



Name of Project	
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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**<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.



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**Recommended by:**

**-Signed-**

**JERIC S. ANDRADA**  
Branch Services Officer  
DBP Iriga Branch

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Branch Services Officer  
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