



DEVELOPMENT BANK OF THE PHILIPPINES

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

**REQUEST FOR SUBMISSION OF PRICE QUOTATIONS**  
**(Posted in the PHILGEPS/DBP Website/ Conspicuous Places of the Procuring Entity)**

The Development Bank of the Philippines, BBG-Central and Eastern Visayas, through Regional- Bids & Award Committee (RBAC) invites interested parties to submit price quotations for the following project, to wit:

Specification/Description	No. of Units	Mode of Procurement	Approved Budget
<ul style="list-style-type: none"><li>Supply and Delivery of Floor Stand Kiosk for Tagbilaran, Tacloban, Cebu, Catarman, Maasin, Catbalogan, Bogo, Borongan, Ubay and Ormoc</li></ul> <p>See attached TOR for the preferred design and size of the item.</p>	1 lot	Small Value Procurement	<u>Php 200,000.00</u>

Specifications:

See attached Terms of Reference.

**NOTE:**

**BELOW CONDITIONS SHALL BE APPLIED TO THE ITEM LISTED ABOVE**

- PROPOSAL SHALL INCLUDE THE DELIVERY CHARGES AND ALL APPLICABLE TAXES**
- PAYMENT: NO DOWN-PAYMENT. PROCESSING OF PAYMENT VIA CHECK SHALL ONLY PROCEED UPON COMPLETE DELIVERY**

Deadline for the submission of price quotations via email shall be on or before 12.3.2024 and hard copy of the quotation to be submitted at DBP Bldg. Osmena Boulevard, Cebu City, Cebu. Please contact Azenith Jaymil A. Lumabi at telephone numbers **(032) 255-4092 / 255-6325**. You may also email at **cevbg@dbp.ph**

Only price quotations from Filipino citizens or companies duly registered with the Department of Trade and Industry or Securities and Exchange Commission, with current business permits and those that are PHILGEPS registered shall be accepted.

Development Bank of the Philippines, BBG-Central and Eastern Visayas, reserves the right to reject any and all bids/price quotations, to waive any defect in them and to award to the bidder/participant whose bid/price quotation is the most advantageous to the Bank.

**AVP LORNA A. GALLEG0**  
Chairperson, RBAC CV



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## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF FLOOR STAND KIOSK

#### I. APPROVED BUDGET FOR THE CONTRACT (ABC):

TWO HUNDRED THOUSAND PESOS - Php 200,000.00 (inclusive of VAT/applicable taxes)

#### II. TECHNICAL SPECIFICATIONS:

##### 1. FLOOR STAND KIOSK

Size	:	950mm x 250mm x 100mm
Stand	:	¾" plywood with 1.5mm sticker on sintra board
Tablet topper	:	Fabricated metal sheet
Design	:	Per attached DBP-provided layout ( <b>Annex A</b> )

##### 2. For the sticker wrap/graphics:

Size	:	250mm (width) X 950mm (height)
Material	:	Waterproof vinyl, laminated sticker on sintra 1.5mm
Printing	:	Full-color, one side printing, UV ink on sintra 1.5mm
Design	:	Per attached DBP-provided design ( <b>Annex B</b> )

#### III. SCOPE OF SERVICES:

1. The Winning Supplier must conduct briefing and orientation meeting with DBP's project representative prior to commencement of the project.
2. Prior to implementation, the Winning Supplier shall provide a prototype/sample of floor stand kiosk for DBP approval before proceeding with actual production and delivery of 16 pcs. of the floor stand kiosk. Sample/print proof (using the DBP-provided design) shall be submitted for approval of DBP within five (5) calendar days after receipt of Notice to Proceed (NTP).



(02) 8818-9511



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3. The Winning Supplier shall verify the actual size of tablet holder prior to fabrication of the floor stand kiosk per Technical Specifications.
4. The Winning Supplier shall ensure that the sticker wrap/graphics is properly installed in the pedestal stand.

#### IV. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective/damaged and not according to the required specifications/model. All damaged units, if any, shall be replaced within five (5) calendar days.
2. All quotations above the approved budget for the contract shall be automatically disqualified.
3. 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.
4. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.
5. **Delivery Period:** The Supplier shall complete the supply and delivery of floor stand kiosk within **twenty (20) calendar days** upon approval of the prototype/sample.
6. **Point of Delivery:**
  - Tagbilaran Branch - DBP Building, CPG North Avenue, Tagbilaran City
  - Tacloban Branch - DBP Office, Corner Paterno and Zamora St., Tacloban City 6500
  - Cebu Branch - DBP Building, Osmena Blvd., Kalubihan (Poblacion), Cebu City, Cebu 6000
  - Catarman Branch - DBP Office, JP Rizal St. Brgy. Lapu-lapu Catarman Northern Samar
  - Maasin Branch - DBP Office, The CM Buildijng, R.K. Kangleon Street, Tunga-tunga,, Maasin City, Southern Leyte 6600
  - Catbalogan Branch - DBP Office, G/F Tia Anita Commercial Bldg. Mabini Avenue Brgy. 11, Catbalogan City, Samar
  - Bogo Branch - DBP Office, Martinez Bldg. Brgy. San Vicente Bogo City, Cebu
  - Borongan Branch - DBP Office, S. Pormida Building Ground Floor, E Cinco St., Brgy. C. Borongan City, E. Samar Borongan 6800



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- Ubay Branch - DBP Office, CRU Building, Poblacion, Ubay Bohol
  - Ormoc Branch - DBP Office, Unit 16 17 Aviles Business Center Brgy. Don Felipe, Ormoc City
7. **Warranty:** The warranty period for this item is three (3) months from the date of Certificate of Acceptance. The warranty to cover the defects in materials, workmanship, or components under normal use.
8. **Retention:** The obligation for the three (3) months warranty (reckoned from the date of completion) shall be covered by either retention money or special bank guarantee equivalent to three (3) percent of the total contract amount.

#### V. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation based on specifications
- Proof PhilGEPS Registration
- Valid until December 31, 2024 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)

#### VI. PAYMENT:

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

- Delivery Receipt
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)



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**BAGONG PILIPINAS**

## VII. LIQUIDATED DAMAGES:

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP. DBP need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid, without prejudice to other courses of action and remedies open to it.

### Recommending Approval:

-sgd-

**AM ERZON E. GAMUS**  
Head, Tagbilaran Branch

-sgd-

**EUNICE L. BALTAZAR**  
OIC, Bogo Branch

-sgd-

**SM MIGUEL S. CALADES**  
Head, Tacloban Branch

-sgd-

**AM IRISH MAE N. CREER**  
Acting Head, Borongan Branch

-sgd-

**AV PLORNA A. GALLEGO**  
Head, Cebu Branch

-sgd-

**AM. MARIA SHEILA F. MALARAN**  
Head, Ubay Branch

-sgd-

**AM JANICE B. SOLAYAO**  
Head, Catarman Branch

-sgd-

**SM EMELITA B. SANCHEZ**  
Head, Ormoc Branch

-sgd-

**SM PAUL B. MATIENZO**  
Head, Catbalogan Branch

-sgd-

**SM JONIEL E. SAGDULLAS**  
Head, Maasin Branch

Approved By:

-sdg-

**VP HELBERT ANTOINE A. ACHAY**  
Head, BBG Central and Eastern Visayas



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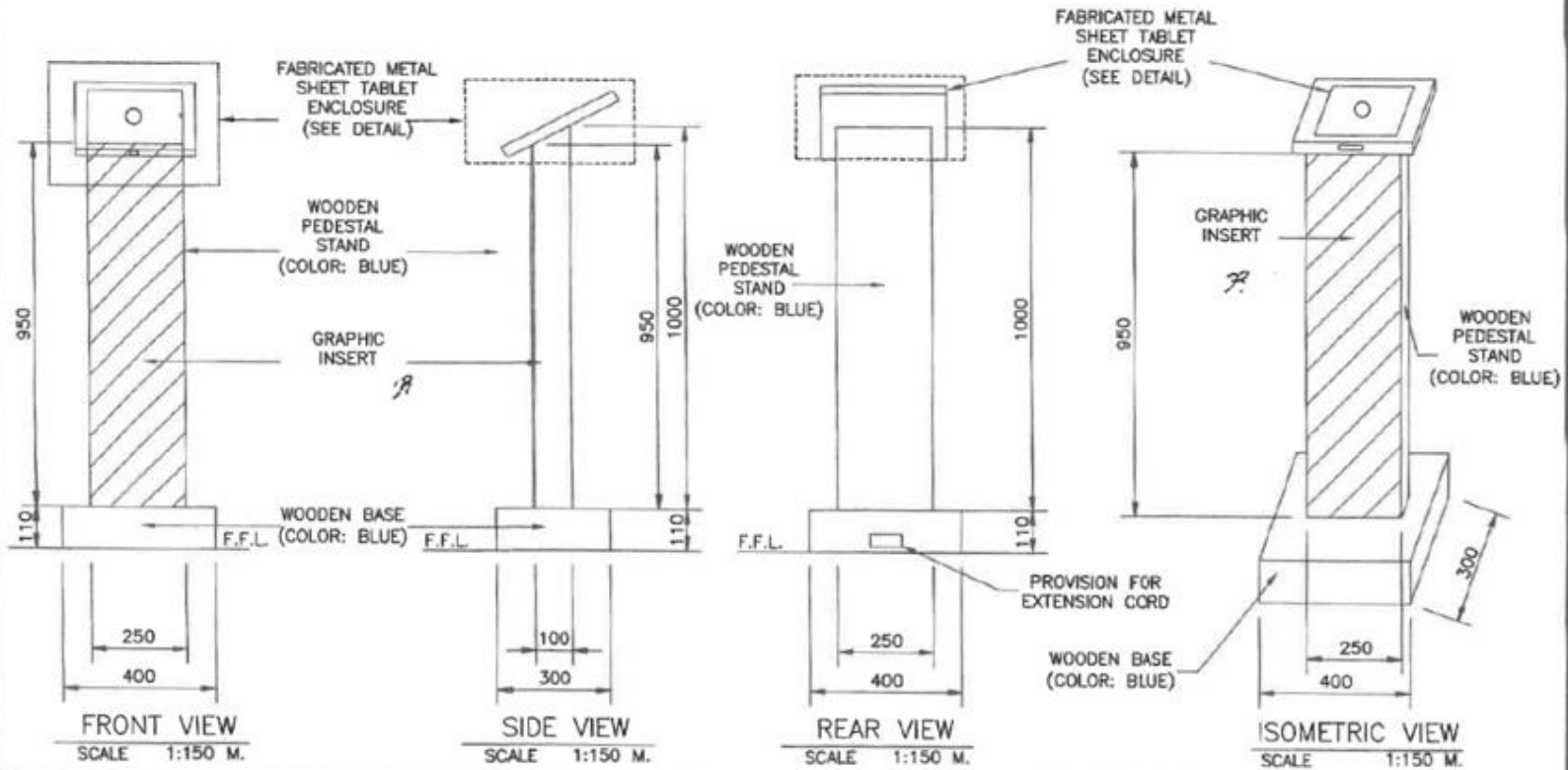
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**NOTE:**

- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- VERIFY ENCLOSURE'S COMPATIBILITY TO LENOVO TAB M9
- DIMENSIONS: 215.43 x 136.76 x 7.99 mm (H x W x D)
- DISPLAY: 9" (1340x800)
- PROVIDE HOLLOW INTERIOR FOR CABLE ROUTING



PROJECT TITLE:  
**PROPOSED FLOOR STAND KIOSK DESIGN**

LOCATION: Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

APPROVED BY:  
SM ALBERTO SANTIAGO A. BERNEJO  
CONCURRENT A/C, CFMD  
Per Sakup Order No. 67 dated 15 July 2024

VP MICHELENE N. CASAS  
HEAD, CEMO

ISSUE DATE:  
SEPTEMBER 2024

REVISION DATE:

DRAWN BY:  
E. VALIDO

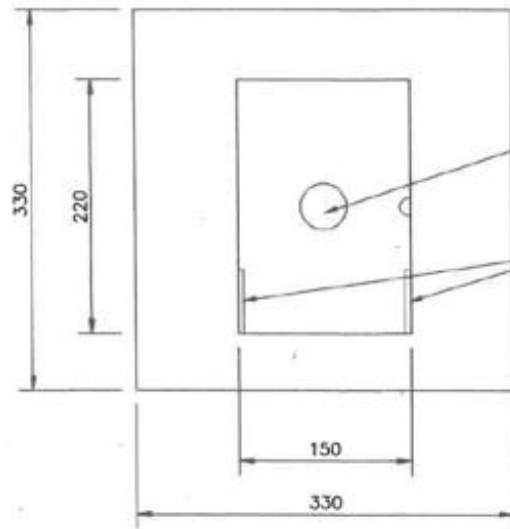
REVIEWED BY:  
E. VALIDO

M.A. CANCIO

SHEET NO:  
**A**  
**1**  
A-1or2

**NOTE:**

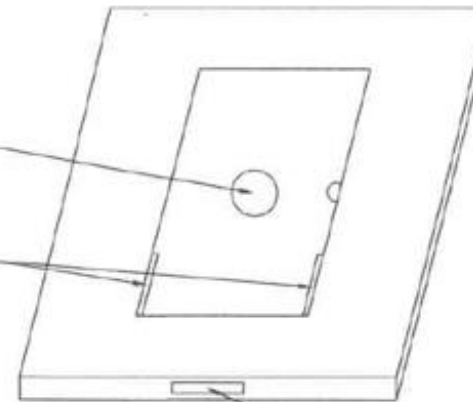
- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- VERIFY ENCLOSURE'S COMPATIBILITY TO LENOVO TAB M9
- DIMENSIONS: 215.43 x 136.76 x 7.99 mm (H x W x D)
- DISPLAY: 9" (1340x800)
- COLOR: BLUE



FRONT VIEW  
SCALE 1:50M.

PROVISION FOR  
SECURITY LOCK

TABLET STOPPER



PROVISION FOR  
CHARGER

ISOMETRIC VIEW  
SCALE 1:50M.

FABRICATED METAL SHEET TABLET HOLDER



PROJECT TITLE:

**PROPOSED FLOOR STAND KIOSK  
DESIGN**

LOCATION: Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue  
corner Makati Avenue, Makati City

APPROVED BY:

SM ALBERTO SANTIAGO A. BERMEO  
CONSTRUCTION DIVISION, CPMO  
Per Sector Circular 812 dated 15 July 2024

VP MADELINE M. CASAS  
HEAD, CEMO

ISSUE DATE:

SEPTEMBER 2024  
REVISION DATE:

DRAWN BY:

R. ALADO

REVIEWED BY:

E. VALADO

M.A. CANGIO

SHEET NO:

**A  
2**

A-2a2

## Sticker

