



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 25-020

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply, Delivery and Installation of Interactive Floor Standing Kiosk"** for FY 2025 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions) and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than May 02, 2025, 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2025 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)¹ and Product brochure/details containing the specifications of your offer for the requirement** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation².

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at resquinas@dbm.gov.ph


AARON ALBERTO A. ESCALONA
Chief Administrative Officer 

¹ Manually filed tax returns or filed through the EFPS

² Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____ 

Name of Company: _____

Address: _____

Name of Store/Shop: _____ 

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Supply, Delivery and Installation of Interactive Floor Standing Kiosk					
A	43" Floor Standing Interactive Kiosk <ul style="list-style-type: none"> - 10th Generation or higher processor, at least 6 – core, 12 – threads - 8gb DDR4 RAM (upgradeable) - 120gb SSD (ugradeable) - With LAN and Wireless internet access - Aspect Ratio: 16:9 - Resolution: 1920x1080 (FHD) - Sending Type: Infrared recognition - Touch Resolution: 1920x1080 (Full HD) - Response Time: ≤ 5ms - Touch Points: 10 points In accordance with item no. 4.0 of Annex "C": Detailed Technical Specifications	Six (6) units			
B	Scope of Works and Services, in accordance with item no. 5.0 of Annex "C", Detailed Technical Specifications			←	N/A
C	Technical Support, in accordance with item no. 6.0 of Annex "C", Detailed Technical Specifications			←	N/A
D	Warranties/Obligations of the Supplier, in accordance with item no. 7.0 of Annex "C", Detailed etchnical Specifications			←	N/A
E	Tems of Payment, in accordance with item no. 8.0 of Annex "C", Detailed Technical Specifications			←	N/A

**The above-quoted prices are inclusive of all costs and applicable taxes*

SCHEDULE OF REQUIREMENTS				
Item	Quantity	Description	Delivery Schedule	Bidder's Statement of Compliance
A	Two (2) units	Supply, Delivery and Installation of Interactive Floor Standing Kiosk	Within seven (7) calendar days upon receipt of the Notice to Proceed (NTP)	
	Four (4) units		Within thirty (30) calendar days upon receipt of the NTP	
B	-	Submission of Warranty Certificate for Twenty-four (24) months	Within seven (7) calendar days upon issuance of Certificate of Acceptance by the Administrative Service	
C	-	Conduct of Training/ Orientation on Standard Operations and Troubleshooting of Interactive Kiosks		

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Eighty-Six Thousand Pesos Only (Php986,000.00)	In words: _____

	In figures: _____

<u>PAYMENT DETAILS</u>	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Administrative Service – General Services Division (AS-GSD), as the End-user Unit, prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.**
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.

13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:
- a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of Award and Acceptance;
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

DETAILED TECHNICAL SPECIFICATIONS

1. PROJECT TITLE

Supply, delivery, and installation of Interactive Floor Standing Kiosk

2. OBJECTIVE

To supply, deliver, and install interactive floor standing kiosks in the DBM Central Office for purposes of access control and visitor management, such as but not limited to, way finder, building directory, and official advertisements, promotions, and program banners.

3. DURATION OF THE CONTRACT

The Supplier for the supply, delivery, and installation of the interactive floor standing kiosk shall deliver two (2) units within seven (7) calendar days upon the receipt of the NTP, and four (4) units within thirty (30) calendar days upon the receipt of the NTP.

4. TECHNICAL SPECIFICATIONS

4.1 The Supplier shall supply, deliver, and install the interactive floor standing kiosks with the following minimum specifications:

4.1.1 6 units - 43" Floor Standing Interactive Kiosk

4.1.1.1 10th Generation or higher processor, at least 6-core, 12-threads

4.1.1.2 8gb DDR4 RAM (upgradeable)

4.1.1.3 120gb SSD (upgradeable)

4.1.1.4 with LAN and Wireless internet access

4.1.1.5 Aspect Ratio: 16:9

4.1.1.6 Resolution: 1920x1080 (FHD)

4.1.1.7 Sending Type: Infrared recognition

4.1.1.8 Touch Resolution: 1920x1080 (Full FD)

4.1.1.9 Response Time: ≤5ms

4.1.1.10 Touch Points: 10 points

5. SCOPE OF WORKS AND SERVICES

- 5.1 The Supplier shall supply, deliver, install, and customize all materials accessories for the satisfactory operational condition of the interactive kiosks, such as but not limited to frame/aesthetic, stickers, additional ports, cables, etc., subject to the approval and satisfaction by the AS.
- 5.2 All labor, tools, and materials, including those that are not mentioned herein but are necessary for the full operations of the kiosk, as determined by the DBM, shall be provided by the Supplier, at no additional cost to the DBM.

6. TECHNICAL SUPPORT

- 6.1 The Supplier shall conduct training/orientation on standard operations and troubleshooting of the interactive kiosks to select DBM users within seven (7) calendar days from the issuance of Certificate of Acceptance by the AS.
- 6.2 For the whole duration of the warranty period, the Supplier shall provide technical assistance to the DBM on the proper operations, including but is not limited to, software requirements, of the interactive kiosks.
- 6.3 The Supplier shall assign highly technical support personnel to the DBM who will handle all the requirements and concerns of the DBM, including necessary updates, during the warranty period.
- 6.4 Response time to act on the request for assistance, updates, or other matters related to the full functionality/operation of the kiosk, such as but not limited to, bug fixes, corrections, or adjustments, shall be made within four (4) hours from the receipt of written or verbal notice from the DBM.
- 6.5 Technical Support shall be provided through, but not limited to, site visits, videoconference, teleconference, email correspondence, consultation, or actual configuration.

7. WARRANTIES/OBLIGATIONS OF THE SUPPLIER

- 7.1 The Supplier shall provide a minimum of twenty-four (24) months warranty for all parts and services of the kiosk from authorized service centers with global repair coverage. A Certificate of Warranty shall be submitted by the Supplier within seven (7) calendar days upon issuance of Certificate of Acceptance by the AS.
 - 7.1.1 In case of defective parts/units for all hardware equipment/components, repair/replacement shall be made within twenty-four (24) hours from the receipt of written/verbal notice from the DBM, at no additional cost to the DBM.

7.1.2 Equipment/components that cannot be repaired by an authorized service center must be replaced with a unit of the same or higher compatible specifications within 24 hours from the assessment period, at no cost to the DBM.

7.2 During the performance of obligations of this contract, the Supplier shall coordinate with the authorized and/or designated DBM representative/s only.

7.3 The Supplier shall take all necessary precautions for the safety of all the persons and properties at or near the area of installation and shall comply with all standards and established safety regulations, rules, and practices.

7.4 The Supplier shall be liable for the loss, damage, or injury caused directly or indirectly by the fault of the negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be fully released from any liability arising therefrom.

8. TERMS OF PAYMENT

8.1 Payment shall be made per completion of batch deliveries, subject to the submission of the following documentary requirements, and in accordance with auditing laws, rules, and regulations:

- 8.1.1 Delivery Receipts
- 8.1.2 Sales Invoice/Billings
- 8.1.3 Valid and updated tax clearance
- 8.1.4 Certificate of Acceptance issued by the AS Director

Prepared by: [REDACTED]	Review [REDACTED]	Approved by: [REDACTED]
Engr. Marlon T. Cailo Jr. Administrative Officer IV	Engr. Conrado O. Ignacio III Administrative Officer V	Jeramie A. [REDACTED] Sumbre Chief Administrative Officer