



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

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**REQUEST FOR QUOTATION**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure the Project, "**Procurement of Survey Grade Drones**" for CY 2021 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Forty Thousand Pesos (P 940,000.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than April 19, 2021, 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 facsimile or email at the address and contact numbers indicated below.

A copy of your 2021 **Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement<sup>2</sup> (GPPB-prescribed forms), Income/ Business Tax Return<sup>3</sup> (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

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

**JOYCE D. LABAO**  
OIC-Chief Administrative Officer

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<sup>1</sup>In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup>In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

<sup>3</sup>Manually filed tax returns or filed through the EFPS

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address/E-mail Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (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 SPECIFICATION**

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)
A.	Survey Grade Drone with at least 24 months warranty	1 Unit			
B.	Android Tablet for Flight Monitoring, with at least 12 months warranty	1 Unit			
C.	1-year Processing Software License	1 Unit			
D.	Accessories Including (Remote Controller, Battery, Propellers, and Camera) with at least 6 months warranty	1 Unit			

E.	Remotely Piloted Aircraft System (RPAS) Certificate from CAAP				
F.	Compliance with terms stated in the attached Technical Specifications				
Total Cost					

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

### **SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Delivery</b>
I	Delivery, Installation, Configuration, and Testing of the Survey Grade Drone, including: <ul style="list-style-type: none"> <li>a. Survey Grade Drone</li> <li>b. Android Tablet</li> <li>c. Processing Software License</li> <li>d. Accessories</li> </ul>	1 lot	Within Forty Five (45) calendar days upon receipt of the Notice to Proceed (NTP)
II	Comprehensive Drone and Data Processing Technical Training with CAAP Licensing Assessment Course	1 lot	Within Forty Five (45) calendar days upon receipt of the Notice to Proceed (NTP)
III	Other deliverables specified in the attached "Technical Specifications"	1 lot	

### **FINANCIAL OFFER**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Nine Hundred Forty Thousand Pesos (Php 940,000.00)</b>	In words: _____ _____ _____
	In figures: _____ _____ _____

<b><u>Payment Details:</u></b>	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.
Banking Institution	
Account Number	
Account Name	
Branch	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

## TERMS AND CONDITIONS

1. Bidders shall provide 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 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. 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.**
11. 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 shall 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.
12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
13. Billing shall be made on a monthly basis and upon compliance with the requirements specified in Section 10.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es

## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

Procurement of Survey-Grade Drone

### II. OBJECTIVE

To be used by DBM to periodically monitor where and how the appropriated budget of high-value government projects was utilized. The following concerns of the project will be addressed by a survey-grade drone:

- Will allow effective monitoring of selected high-value infrastructure projects such as school and hospital buildings that are not fit for monitoring using available satellite imageries.
- Will provide accurate aerial images on the progress of infrastructure projects with large vertical footprints (e.g. number of storeys constructed)

### III. DELIVERY DATE

The delivery, installation, configuration, and testing of the Survey-Grade Drone shall be within forty-five (45) calendar days from the receipt of Notice to Proceed (NTP).

### IV. SPECIFICATIONS

4.1 The CONTRACTOR should deliver, install, configure, and test the following items within forty-five (45) calendar days from the receipt of NTP.

4.1.1 One (1) unit of each of the following:

4.1.1.1 Survey-Grade Drone with at least 24 months warranty

4.1.1.2 Android Tablet for flight monitoring, with at least 12 months warranty

4.1.1.3 1 Year Processing Software License

4.1.1.4 Accessories (including remote controller, battery, propellers and camera) with at least 6 months warranty

4.1.2 The Survey-Grade Drone should have but not limited to the following minimum features and specification:

4.1.2.1 Support Rapid Time Kinematic (RTK) and Post-Processing Kinematic (PPK)

4.1.2.2 Hover accuracy range: At least 0.1 m vertical and horizontal (RTK enabled)

4.1.2.3 Ground sample distance (GSD):  $(H/36.5)$  cm/pixel or better (H is the altitude in meters)

4.1.2.4 Camera Sensor: at least 1 inch with effective pixels of at least 20 megapixels

4.1.2.5 Camera lens effective Field of View (FOV): At least 84 deg Maximum operational altitude: At least 6000 m above sea level

4.1.2.6 Maximum operational speed: At least 50 kph

4.1.2.7 Maximum ascent speed: At least 5 m/s

4.1.2.8 Maximum descent speed: At least 2 m/s

4.1.2.9 Maximum flight time of at least 30 minutes with operation resumption function

4.1.2.10 Flight battery capacity: At least 5000 mAh

4.1.2.11 Remote controller with at least 5.5-inch screen, 4G RAM + 16G ROM

4.1.2.12 Remote controller maximum transmission distance: At least 5 km

4.1.2.13 Supported SD Cards: MicroSD with max capacity of 128 GB

4.2 The CONTRACTOR must provide Authorized Distributor Certificate of the instrument or brand being offered (certificates must be submitted together with the bid documents and will be subject to post-qualification).

- 4.3 The CONTRACTOR must provide a warranty statement granting technical support services for 12 months through phone, email, and onsite which will start being served right after delivery.
- 4.4 The CONTRACTOR shall have at least two (2) years of experience in providing related training courses and with trainers who are licensed to train by the Civil Aviation Authority of the Philippines (CAAP) with corresponding attached Remotely Piloted Aircraft System (RPAS) Certificate from CAAP (certificates must be submitted in the submission of bid documents and will be subject to post-qualification).

**V. SCOPE OF WORK**

- 5.1 The CONTRACTOR shall conduct a pre-implementation meeting with DBM representatives so that all the necessary preparations, ideal set-up, contractor's familiarization, and other implementation matters are clearly discussed and finalized.
- 5.2 The CONTRACTOR shall deliver, install, configure, and test the Survey-Grade Drone including but not limited to the following within forty-five (45) calendar days from the receipt of the Notice to Proceed (NTP):
  - 5.2.1 Survey-Grade Drone and controller with tablet with at least 24 months warranty
  - 5.2.2 Android Tablet for flight monitoring, with at least 12 months warranty
  - 5.2.3 1 Year Processing Software License
  - 5.2.4 Accessories including battery, propellers and camera with at least 6 months warranty
- 5.3 The CONTRACTOR shall provide/render on-call technical support service during the warranty period, as specified in Section 7.9 of this Technical Specifications. Technical support can be delivered in the form of a telephone call, electronic mail, and/or on-site support.

The CONTRACTOR shall resolve every problem on hardware components within twenty four (24) hours after it was reported during the warranty period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. Problem and resolution shall be logged in the DBM Help Desk Facility.

- 5.4 The CONTRACTOR shall replace the defective parts/accessories of the same or better brand, the model features, quality and functionalities if not repaired within the allowable resolution time of twenty four (24) hours during the warranty period at no additional cost to the DBM.
- 5.5 The CONTRACTOR shall provide a service unit of at least the same brand, model, features and functionalities or its equivalent in case of equipment breakdown at no additional cost to the DBM. The service unit shall be made available and operational within twenty four (24) hours from the time the problem has been reported by the DBM for the equipment undergoing repair during the warranty period.

However, mandatory replacement of defective unit with a brand new unit of the same or better brand or model shall be made, if not repaired beyond one (1) month from the time the service unit was provided, at no additional cost to the DBM.

- 5.6 The CONTRACTOR shall provide Technical Training with CAAP licensing Assessment Course that can be a classroom type or online training based on the following schedule:

Technical Training	Schedule	No. of Participants	Duration
Comprehensive Drone and data processing	Within forty-five (45) calendar days from the receipt of NTP	Four (4) participants	One (1) day

- 5.7 The CONTRACTOR shall resolve all reported issues encountered/unresolved under section 5.4 to 5.6 even the warranty ends.
- 5.8 The CONTRACTOR shall provide technology transfer in introduction to drone capabilities, essential workflows, and processes in using the instrument from data acquisition, data processing, and post-processing in the process of installation, configuration and testing of the Survey-Grade Drone.
- 5.9 The CONTRACTOR shall provide manual of the Survey-Grade Drone set-up/ diagram in both hard and soft copies as well as the procedures for installation, configuration, usage, backup, and restoration within forty-five (45) calendar days from the receipt of NTP.

A Certificate of Acceptance shall be issued by the Director of Information and Communication Technology Systems Service (ICTSS) once all the requirements are fully met by the CONTRACTOR.

## VI. SERVICE LEVEL AGREEMENT

- 6.1 DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
6.1.1 Delivery, Installation, Configuration and Testing	The CONTRACTOR shall deliver, install, configure and testing the Survey-Grade Drone including but not limited to the following within forty-five (45) calendar days from the receipt of Notice to Proceed (NTP).	One percent (1%) of the total contract price shall be imposed per day of delay.
6.1.2 Technical Support	The CONTRACTOR shall resolve every problem on software and hardware components within twenty four (24) hours after it was reported during the warranty period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
6.1.3 Replacement of Parts	The CONTRACTOR shall replace the defective parts/accessories of the same or better brand, the model features, quality and functionalities if not repaired within the allowable resolution time of twenty four (24) hours during the warranty period at no additional cost to the DBM.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
6.1.4 Service Unit	The CONTRACTOR shall provide a service unit of at least the same brand, model, features and functionalities or its equivalent in case of equipment breakdown at no additional cost to the DBM. The service unit shall be made available and operational within twenty four (24) hours from the time the problem has been reported by the DBM for the equipment undergoing repair during the warranty period.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
6.1.5 Technical Training	The CONTRACTOR shall provide Technical Training as specified in Section 5.6 of this Technical Specifications.	1/10th of 1% of the total contract price shall be imposed for every day of delay.
6.1.6 Documentation	The CONTRACTOR shall provide manual of Survey-Grade Drone set-up/ diagram in both hard and soft copies as well as procedures for installation, configuration, usage, backup and restoration within forty-five (45) calendar days from the receipt of NTP.	1/10th of 1% of the total contract price shall be imposed for every day of delay.



## **VII. WARRANTIES OF THE CONTRACTOR**

- 7.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this Technical Specifications.
- 7.2 The CONTRACTOR warrants, represents and undertakes reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the DBM. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound. It shall not employ DBM employees to work in any category whatsoever.
- 7.3 The CONTRACTOR in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives of Regulatory Authorities and Commissions.
- 7.4 The CONTRACTOR's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 7.5 The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs.
- 7.6 The CONTRACTOR shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be specifically released from any and all liabilities arising therefrom.
- 7.7 The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.
- 7.8 The CONTRACTOR shall identify the certified technical support personnel that will be given authority to access and operate the specified equipment. DBM shall be informed thru a formal notice on the change or replacement of technical personnel five (5) days prior the actual rendering of technical support services.
- 7.9 The CONTRACTOR shall provide a services which shall include technical support and technical trainings which shall be covered by special bank guarantee equivalent to 10% of the total contract price. The said amount shall be released after the lapse of the subscription period. Provided that all conditions imposed under the contract have been fully met.

The warranty period for the hardware and the subscription period for the license shall commence on the day the DBM issues the Certificate of Acceptance.

## **VIII. CONFIDENTIALITY OF DATA**

- 8.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).
- 8.2 The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. The CONTRACTOR furthermore agrees not to reproduce, translate or disclose the Proprietary Information to 3rd parties without prior written approval of the DBM.

## **IX. TERMS OF PAYMENT**

- 9.1 The CONTRACTOR shall be paid one-time payment upon provision of Survey-Grade Drone subject to the required Final Withholding VAT (Services) of five percent (5%) and Expanded Withholding Tax of two percent (2%).

9.2 Payment shall be made within a reasonable time from the submission of the documentary requirements such as, but not limited to the following, based on existing accounting and auditing laws, rules and regulations:

- 9.2.1 Sales Invoice/Billings
- 9.2.2 Manual
- 9.2.3 Certificate of Acceptance issued by ICTSS Director
- 9.2.4 Non-Disclosure Agreement

9.3 No advance payment shall be made as provided for in Section 88 of Presidential Decree (PD) No. 1445 (Ordaining and Instituting a Government Auditing Code of the Philippines).


**X. PRE-TERMINATION OF CONTRACT**

10.1 The contract for the Procurement of Survey-Grade Drone may be pre-terminated by the DBM for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by the DBM thirty (30) days prior to such pre-termination.

10.2 In case of pre-termination, the CONTRACTOR shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.


10.3 The DBM shall have the right to blacklist the CONTRACTOR in case of pre-termination.

*Prepared by:*

  
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2021.03.18  
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**JOSIELYN G. NICOLAS**  
Information Technology Officer I, ICTSS

*Reviewed by:*

  
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**LUIS S. INDEFENSO**  
Information Technology Officer III, ICTSS