



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

REQUEST FOR QUOTATION

The **Department of Budget and Management (DBM)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, will undertake a Small Value Procurement for the **Procurement of High Precision Handheld GPS** for FY 2021 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item 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 you or your duly authorized representative **not later than March 26, 2021, 2:00 P.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at mcadiz@dbm.gov.ph.

A copy of your **2021 Business/Mayor's Permit¹** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement²** shall also be required prior to award.

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

JOYCE D. LABAO

OIC- Chief Administrative Officer,
Procurement Management Division

¹ 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.

² 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.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

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.

Bidder's must state here either "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

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:

Procurement of High Precision Handheld GPS				
TECHNICAL SPECIFICATIONS	Quantity	Bidder's Statement of Compliance	Unit Price	Total Cost
- Refer to Annex "A" for the Technical Specifications.	1 lot			

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

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

Procurement of High Precision Handheld GPS	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
See attached Annex "A."	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items.

Indicate "**0**" if item being offered is for free.

Procurement of High Precision Handheld GPS	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Two Thousand Pesos (PhP102,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

Payment Details:

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 *thirty (30) calendar days* from the date of submission.
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 GPPB-TSO 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 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.

Signature over Printed Name

Position/Designation

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Procurement of High Precision Handheld GPS

II. OBJECTIVE

To help Project DIME in-field validation to monitor vertical progress projects through the use of the geotagging feature of the device. A device that uses the Global Positioning System, combining modern geographic technology with a portable, user-friendly device for everyday use with many functions, including navigation assistance and land-survey data.

III. DELIVERY DATE

The delivery, installation, configuration, and testing of the High Precision Handheld GPS shall be within thirty (30) 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 thirty (30) calendar days from the receipt of NTP.

4.1.1 Three (3) units of each of the following:

- 4.1.1.1 Mapping Grade Handheld GPS unit
- 4.1.1.2 Lithium-ion battery pack
- 4.1.1.3 USB cable
- 4.1.1.4 AC charger
- 4.1.1.5 Quick start Guide

4.1.2 The High Precision Handheld GPS should have but not limited to the following minimum features and specification:

- 4.1.2.1 Has a minimum 4-inch dual-orientation, glove-friendly touchscreen display.
- 4.1.2.2 Has a minimum 8-megapixel autofocus camera; automatically geotags photos.
- 4.1.2.3 Tracks both GPS and GLONASS satellites.
- 4.1.2.4 3-axis compass with a barometric altimeter.
- 4.1.2.5 Battery - rechargeable lithium-ion (included) or 3 AA batteries (not included); NiMH or Lithium recommended
- 4.1.2.6 Water rating - IPX7 or higher
- 4.1.2.7 High-sensitivity receiver
- 4.1.2.8 Interface - high-speed USB and NMEA 0183 compatible
- 4.1.2.9 Barometric altimeter

- 4.1.2.10 Basemap
- 4.1.2.11 Ability to add maps
- 4.1.2.12 Built-in memory - At least 4GB
- 4.1.2.13 Accepts data cards - microSD™ card
- 4.1.2.14 Custom POIs (ability to add additional points of interest)
- 4.1.2.15 Automatic routing (turn by turn routing on roads) - with optional mapping for detailed roads
- 4.1.2.16 Geocaching-friendly – Paperless
- 4.1.2.17 Custom maps compatible
- 4.1.2.18 Picture viewer

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 for 12 months that repair or replace any components that fail in normal use.

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, and other implementation matters are clearly discussed and finalized.

5.2 The CONTRACTOR shall deliver, install, configure, and test the High Precision Handheld GPS including but not limited to the following within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP):

- 5.2.1 Mapping Grade Handheld GPS unit
- 5.2.2 Lithium-ion battery pack
- 5.2.3 USB cable
- 5.2.4 AC charger
- 5.2.5 Quick start Guide

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 resolve all reported issues encountered/unresolved under section 5.3 to 5.5 even the warranty ends.

- 5.7 The CONTRACTOR shall provide manual of the High Precision Handheld GPS set-up/diagram in both hard and soft copies as well as procedures for installation, configuration, usage, backup, and restoration within thirty (30) calendar days from the receipt of NTP.

- 5.8 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, configure and test the High Precision Handheld GPS including but not limited to the following within thirty (30) 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 Documentation	The CONTRACTOR shall provide manual of the High Precision Handheld GPS setup/diagram in both hard and soft copies as well as procedures for installation, configuration, usage, backup, and restoration within thirty (30) 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 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 High Precision Handheld GPS 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 Manuals

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 High Precision Handheld GPS 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.

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date