



**REQUEST FOR QUOTATION**

NEGOTIATED PROCUREMENT (SVP) NO.: RFQ19-091

**Supply, Delivery, Installation, Testing, Termination Programming, Testing and Commissioning of Door Access Control System for the Extension Office of Credit Information Corporation**

September 27, 2019

The Credit Information Corporation invites all eligible suppliers to quote the best offer for the described item (see attached Terms of Reference) subject to the Terms and Conditions and within the Approved Budget for the Contract.

Qty	UOM	Item Description	Unit Cost	Approved Budget for the Contract
1	Lot	Supply, Delivery, Installation, Testing, Termination Programming, Testing and Commissioning of Door Access Control System for the Extension Office of Credit Information Corporation		<b>P 500,000.00</b>

Required Documents/Information to be submitted as Attachments to the Proposal:

- Mayor's/Business Permit
- PhilGEPS Registration Number/Certificate
- BIR Certificate of Registration

**Omnibus Sworn Statement (Annex A)** shall be submitted during evaluation or prior to issuance of Notice of Award.

**QUOTATIONS** shall be submitted at the office or email addresses indicated below:

Administrative Office, Credit Information Corporation (CIC), 6<sup>th</sup> Floor Exchange Corner Building, 107 V.A. Rufino Street Corner Esteban Street, 1229, Makati City

[orlando.brillantes@creditinfo.gov.ph](mailto:orlando.brillantes@creditinfo.gov.ph) and [toniroseunciano@creditinfo.gov.ph](mailto:toniroseunciano@creditinfo.gov.ph)

Thank you.

Very truly yours,

SGD

**TONI ROSE E. UNCIANO**  
Administrative Services Officer V

**PRICE PROPOSAL**



NEGOTIATED PROCUREMENT (SVP) NO.: RFQ19-091

**Supply, Delivery, Installation, Testing, Termination Programming, Testing and Commissioning of Door Access Control System for the Extension Office of Credit Information Corporation**

Qty	UOM	Technical Specifications	Total Price Proposal
1	Lot	Supply, Delivery, Installation, Testing, Termination Programming, Testing and Commissioning of Door Access Control System for the Extension Office of Credit Information Corporation	

**TERMS AND CONDITIONS**

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. The CIC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract

**UNDERTAKING:**

We undertake, if our proposal is accepted, to deliver the goods in accordance with the foregoing delivery period.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase Order is prepared and executed, this Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

\_\_\_\_\_  
AUTHORIZED SIGNATURE over PRINTED NAME

\_\_\_\_\_  
COMPANY / SUPPLIER NAME

\_\_\_\_\_  
TEL NO./ MOBILE NO./ EMAIL ADDRESS

\_\_\_\_\_  
DATE



**TERMS OF REFERENCE FOR THE SUPPLY, DELIVERY, INSTALLATION, TERMINATION, PROGRAMMING, TESTING AND COMMISSIONING OF DOOR ACCESS CONTROL SYSTEM FOR THE EXTENSION OFFICE OF CREDIT INFORMATION CORPORATION**

**I. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Credit Information Corporation invites all prospective bidders for the Supply, Delivery, Installation, Termination, Programming, Testing and Commissioning of Door Access Control System with an Approved Budget for the Contract (ABC) amounting to **FIVE HUNDRED THOUSAND PESOS (PHP 500,000.00)**, inclusive of all applicable government taxes, fees and charges.

**II. SCOPE OF WORK / TECHNICAL SPECIFICATIONS**

The prospective bidders shall bid and provide Door Access Control System for the CREDIT INFORMATION CORPORATION which Office occupies the 4<sup>th</sup> floor of the Exchange Corner Building located at 107 V.A. Rufino corner Esteban and Bolanos Streets, Legaspi, Makati City, and shall undertake the following functions and responsibilities:

1. The project calls for the supply, delivery, installation, termination, programming, testing, and commissioning of Door Access Control System.
2. The following components and/or specifications are mandatory requirements and should be delivered as part of the project. Other components not specified, but are necessary to the overall output of the project should be supplied by the bidder provided prior approval of the Procuring Entity is granted.
3. The following Technical Specifications applies to the Door Access Control System except where otherwise stated.
4. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of "Comply" or "Not Comply" must be supported by evidence, proof of compliance are clearly explained by way of example in a Bidders Bid and cross-referenced to that evidence.** Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc. as appropriate. A statement that is not supported



by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier legally liable.

**NOTE: It is important and absolutely required that absence of any component, hardware, software, peripherals, accessories or services, that may be needed to deliver the final output shall be the sole responsibility of the bidder, and therefore, should NOT compel the Procuring Entity to purchase missing item/s to complete the project.**

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Evidence of Compliance
1.0	<b>Controller</b>		
1.1	The active network control panel shall be able to connect to the software via TCP/IP network obeying standard network protocol.		
1.2	The active network control panel shall be able to support active transmit rather than keeping the transaction event data in the memory awaiting for software to poll, active controller actively transmits the current transaction event data back to the software.		
1.3	Transactions event buffer maximum of 80,000		
1.4	Provides surge protection and a reverse polarity protection from the incoming power source		
1.5	Provides on-board buzzer to alert user when unwanted event happened		
1.6	The active network control panel shall have a minimum of 32K Bytes of on-board memory and 256K Bytes flash memory which is to retain the database, setting and transaction events in the controller. The data in the on-board memory will still preserved even if the on-board battery fail		
1.7	The active network control panel shall be able to provide at least 2 access operation mode. The		



	access mode can be Card, Fingerprint and Card + Fingerprint		
1.8	The active network panel shall have default bit format of 37 bit which reduces the chance of card duplication.		
2.0	<b>Readers</b>		
2.1	Card Reader should be multi-bit reader technologies (125KHz and 13.56MHz)		
2.2	Card reader and Controller should support the card default format bit (37bit)		
2.3	Card Reader should be Secure Identity Object (SIO) enabled platform		
2.4	Card Reader should be Certified end-point (TIP Node) within a Trusted Identity Platform (TIP) infrastructure		
2.5	Card Reader should utilize Velocity Checking to provide breach resistance against electronic attacks		
2.6	Biometric Reader (Fingerprint) supports TCP/IP, RS485 and Wiegand		
2.7	Biometric Reader (Fingerprint): Max. User: 10,000 (both 1:1 and 1:N)		
2.8	Biometric Reader (Fingerprint): Max. Text log: 1,000,000 logs		
2.9	Biometric Reader (Fingerprint): Memory: 2GB Flash + 64MB RAM		
2.10	Biometric Reader is capable of fingerprint enrollment using Downloadable App from Playstore or Appstore.		
2.11	Fingerprint enrollment should be integrated with Card and User enrolment in the Access Control Software without the need for duplicate entries.		
2.12	Biometric Reader should be multi-bit reader technologies (125KHz and 13.56MHz).		
3.0	<b>Door Accessories</b>		
3.1	Push to Exit Button, Touchless, US Switch Plate		
3.2	Emergency Break Glass Green		
3.3	Power Supply 3A/12VDC with battery charger		
3.4	Mini Electromagnetic Lock 600lbs Surface Mount		
3.5	Relay Board 12VDC		
3.6	Mini Magnetic Contact Surface Mount, UL List		
3.7	Key switch with 1 LED and Tamper		



4.0	<b>Software</b>		
4.1	Provide installation of the log monitoring software to the Server with at least 5 license access for Desktop clients		
4.2	It must be compatible and can be integrated on our existing system.		
5.0	<b>Installation, Termination, Configuration and Testing</b>		
5.1	The main door (double aluminum framed glass, swing type door) requires fingerprint + card access mode at entry point and card access mode only at exit point.		
5.2	The three (3) other doors (single wooden framed glass, swing type doors) require a reader with card access mode only at entry point and touchless push button at exit point for the personnel to get out of protected door.		
5.3	The main door requires existing bypass switch (Push Button) at guard area which will be utilized to allow access of visitors without standing and going to the main door.		
5.4	Supply and Installation of Cables and Conduit. Conduit used is EMT pipe as prescribed by Building Administrator.		
5.5	Provide a siren (alarm) on emergency exit door connected to the access door control system.		
5.6	<b>Completion of User Acceptance Testing</b>		
5.7	Provide equipment installation and termination (including proper grounding), training and commissioning for door access control system		
5.8	1 Year warranty on parts and labor		
6.0	<b>Others</b>		
6.1	In the case of a power failure, the doors should automatically open (fail-safe lock)		
6.2	Provide C14 Male Power Cables for UPS connection		
6.3	The lowest calculated bidder should present within 5 days the Products Offered and provide a demonstration on the product capabilities and compliance to the specifications		
6.4	The access controller and its software allows to read more than 10 digit card numbers.		



### III. QUALIFICATIONS REQUIREMENTS

1. The Contractor must have the necessary experience and expertise in the required field.
2. Must be engaged in the business for at least five (5) years.
3. Have at least one (1) completed similar contract with a government agency/office/corporation from 2015 to present.
4. Not blacklisted by any government or private entity.

### IV. CONTRACTOR'S RESPONSIBILITIES

1. The Contractor warrants that it is authorized to engage in and perform the Works; that it has inspected all relevant documents, and has informed itself fully as to the conditions which might affect the nature, extent, and the cost of the Works;
  - i. that it has sufficient operating capital to perform and complete the Works;
  - ii. that it has sufficient and adequate equipment, parts, labor and materials that may be needed in the performance thereof;
  - iii. that it has the required knowledge, experience, skill and professional competence to undertake the same; and
  - iv. that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose.
2. The Contractor warrants that the method or process it will follow for the Works is the one that will best accomplish the desired results under the existing state of technology; that all materials it will supply or use shall be the best available or obtainable in accordance with the approved Contract and the instructions of the CIC; that it will provide workmanship which is first class in every particular aspect.
3. The Contractor warrants that all materials, goods, parts and paraphernalia forming part of this Contract shall be complete, intact and in good order at all times.
4. The Contractor shall provide technical personnel who are skilled and experienced to carry out its obligations under this Contract;
5. The Contractor shall restore all building structures affected by the renovation works to its original architectural soundness.



## **V. DURATION OF PROJECT**

The duration to complete the project shall be within a maximum of Thirty Days (30 days) from the date of receipt of the Notice to Proceed.

## **VI. PAYMENT TERMS**

1. The Contractor shall submit a performance bond through Cash, certified check, cashier's / manager's check, bank draft or an irrevocable standby letter of credit of equivalent value from an accredited financial institution or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the CIC.
2. CIC shall release the full payment and performance security after the issuance of the Certificate of Inspection and Acceptance provided that there are no claims filed against the contract. However, it must ensure that the performance security is replaced by a warranty covering the defects liability period.

## **VII. TERMINATION**

CIC shall have the sole option to cancel/terminate the contract at any time for violation of any terms and conditions thereof and/or if, in its judgement, the service that has been rendered is substandard and/or unsatisfactory. The service provider shall maintain satisfactory level of performance throughout the term of the contract based on the following performance criteria: (i) quality of service delivered, (ii) time management, (iii) management and suitability of personnel and (iv) submission of regular progress report.


## **VIII. LIQUIDATED DAMAGES**

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, CIC shall rescind the contract, without prejudice to other courses of action and remedies open to it.






Prepared by:

  
HERBY JOSE TAINO  
Data Management Chief

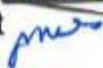
Reviewed by:

  
MARBIN FADQUELA  
Information Technology Officer III

Recommending Approval:

  
MARIA BERNADETTE BAUTISTA  
Acting SVP for CIMS

Approved by:

  
~~JAIME CASTO~~ ~~JOSE P. GARCIA~~ ~~TORENA~~  
President 

SEP 19 2019



### Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

**2. Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;



**6. Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
 Fax No/s.: \_\_\_\_\_  
 E-mail Add/s.: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_



IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s exhibited to me his/her [insert type of government identification card used\*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**Note:**

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.