

DPWH - Albay 2<sup>nd</sup> District Engineering Office  
Old Airport Road, Brgy. 40, Cruzada  
Legazpi City, Albay

## INVITATION TO BID FOR 24GFB0025

The Department of Public Works and Highways - Albay 2<sup>nd</sup> District Engineering Office, through its Bids and Awards Committee (BAC) for Goods, invites suppliers to apply to submit bids for the following Contract:

Contract Name : **Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.**

Contract Location : **DPWH-Albay 2nd DEO, RES V Compound, Old Airport Road, Brgy. 40, Cruzada, Legazpi City, Albay**

Brief Description of Goods to be Procured : **Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.**

Approved Budget for the Contract (ABC) : **₱1,943,580.00**

Source of Funds : **GAA FY 2024**

Delivery/Contract Duration : **30 C.D.**

Purchase Number : **24-11-118**

The BAC is conducting the public bidding for this Contract in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations (IRR).

Bidders should have completed, within from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section IV, Instruction to Bidders.

To be eligible to bid for this Contract, a supplier must meet the following major requirements:

- Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for exclusive economic zones or areas;
- Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
- Filipino citizen or 60% Filipino-owned partnership/corporation;
- Completion of similar contract costing at least 50% of the ABC;
- Net Financial Contracting Capacity (NFCC) at least equal to the ABC or in lieu of the NFCC computation, a committed line of credit (CLC) specific to the contract to be bid from a universal or commercial bank.

The DPWH will use non-discretionary "pass/fail" criteria in the eligibility check, preliminary examination of bids, evaluation of bids, post-qualification, and award.

The schedule of key procurement activities for this Contract are shown below:

Activity	Time	Place
1. Issuance/Downloading of Bidding Documents	January 04, 2025 (Sat.) to January 24, 2025 (Fri.)	Hard copies at BAC Secretariat, Procurement Section of this Office. Downloadable from DPWH website <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> and PhilGEPS website <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>
2. Pre-Bid Conference	Wednesday, January 10, 2024 at 10:00:00 AM	
3. Receipt by the BAC of Bids	January 24, 2025 until 10:00 am	
4. Opening of Bids	Immediately after cut-off of dropping	

Bidders shall pay a fee of **₱5,000.00** for the Bidding Documents, upon securing hard copies of the documents. Bidding documents fee **may be refunded** in accordance to section 17.5. of the 2016 Revised IRR of R.A. 9184, however, said refund shall be subject to the conditions stipulated based on the grounds provided under Section 41 of the Act and this IRR. Bidders that download the Documents from the DPWH/PhilGEPS website shall pay fee upon submission of their the bids. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders.

The DPWH - Albay 2nd District Engineering Office reserves the right to accept or reject any bid and to annul the bidding process at any time before the contract award, without incurring any liability to affected bidder/s, accordance with the provisions of Section 41 of RA 9184 and its IRR.


Any request for additional information concerning this bidding shall be directed to the following:

BAC Chairman: **Engr. JOANNE T. MORALES**  
Address: Albay 2nd DEO, RES V Compound  
Airport Site, Legazpi City  
Telephone No.: 480-07-90  
Email Address: [procurement.albay2nd@gmail.com](mailto:procurement.albay2nd@gmail.com)

Head Procurement Officer: **Engr. MARIA JOY L. ZAMUDIO**  
Address: Albay 2nd DEO, RES V Compound  
Airport Site, Legazpi City  
Telephone No.: 480-07-90  
Email Address: [procurement.albay2nd@gmail.com](mailto:procurement.albay2nd@gmail.com)

Dates of Publication:  
January 04, 2025 to January 10, 2025  
Newspaper:  
N/A

Approved by:

  
**JOANNE T. MORALES**  
OIC-Asst. District Engineer  
BAC, Chairperson

**SPECIAL CONDITION OF CONTRACT**  
**24GFB0025**

**Purchase of Additional Face Recognition Attendance Machine for Monitoring  
Attendance of DPWH Employees of Albay District Engineering Office.**

<b>GCC Clause</b>	
<b>1.1(g)</b>	The Procuring Entity is <b>DPWH Albay 2nd District Engineering Office.</b>
<b>1.1(i)</b>	The <b>Supplier</b> is _____ .
<b>1.1(j)</b>	The Funding Source is <b><u>GAA FY 2024</u></b> in the amount of <b>₱1,943,580.00</b>
<b>1.1(k)</b>	The <b>Project Site</b> is located at <b><u>DPWH-Albay 2nd DEO, RES V Compound, Old Airport Road, Brgy. 40, Cruzada, Legazpi City, Albay</u></b>
<b>5.1</b>	The Procuring Entity's address for Notices is at <b>RES V Compound, Airport Site, Legazpi City, Albay.</b> The Supplier's address for Notices is _____ .
	<p style="text-align: center;"><b>Additional Bidding Requirements the Prospective Bidders must closely comply;</b></p> <p>1. Improperly sealed and marked bid envelopes is <b>ACCEPTED</b> provided that the bidder is duly authorized representative shall acknowledge such condition of the bid as submitted.</p> <p>2. Prospective bidders shall present their <b>ORIGINAL OFFICIAL RECEIPT OF PAYMENT</b> for Bid Documents (Project Specific) to the BAC Secretariat of this office before the deadline stated in the <b>Invitation to Bid (IB)</b>. Only the owner or authorized representative with a <b>Special Power of Attorney (SPA)</b> will be allowed to transact business relative to the <u>bidding matters.</u></p>
<b>6.20</b>	<p><b>Delivery and Documents –</b> Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <p>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</p> <p>(ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;</p> <p>(iii) Original Supplier's factory inspection report;</p> <p>(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;</p> <p>(v) Original and four copies of the certificate of origin (for imported Goods);</p> <p>(vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</p> <p>(vii) Certificate of Acceptance/Inspection Report signed by the</p>

	<p>Procuring Entity's representative at the Project Site; and</p> <p>(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination</p> <p><b>Insurance –</b></p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
<b>10.40</b>	Not applicable.
<b>13.40</b>	No further instructions.
<b>16.10</b>	None
<b>17.30</b>	No further instructions.
<b>17.40</b>	No further instructions.
<b>21.10</b>	No further instructions.

*SCC for Contract ID No. 24GFB0025*

## BID DATA SHEET

ITB Clause	
1.1	<p>The PROCURING ENTITY is <b>DPWH, Albay 2<sup>nd</sup> District Engineering Office</b></p> <p>The Acopo of the Goods/Services required under this Contract  <b>Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.</b></p>
2	<p>The Funding Source is:  The Government of the Philippines (GOP) through <b>GAA FY 2024</b>  amounting to <b><u>P1,943,580.00</u></b>  The name of the project is  <b>Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.</b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	No further instructions.
6.3	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1(a)	<p>The procuring Entity will hold a pre-bid conference for this Project on <b>January 10, 2024</b>  <b>at 10:00am, DPWH Albay 2<sup>nd</sup> District Engineering Office, Airport Site, Legazpi City.</b></p>
9.1(b)	Contract duration is <b>30 C.D.</b>
10.1	<p>The Procuring Entity's address is:  DPWH Albay 2nd District Engineering Office,  RES Compound, Airport Site, Legazpi City  <b>NINEZ B. REGALADO</b>, BAC Chairman  (052) 480-0790</p>
10.3	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
13(c)(2)	The statement of all ongoing government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of bids.
13(c)(3)	No additional requirements.

<b>14</b>	The ABC is <b>P1,943,580.00</b> Any bid with a financial component exceeding this amount shall not be accepted.
<b>14.2</b>	No incidental services are required.
<b>17.1</b>	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
<b>18.1</b>	Bids will be valid until 120 C.D. from the date of opening of bids.
<b>19.1</b>	<p>The bid security shall be in the following amount:</p> <p>1. The amount of <b>P38,871.60</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>2. The amount of <b>P97,179.00</b> , if bid security is in surety bond; or</p> <p>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p>
<b>19.2</b>	The bid security shall be valid until <b>May 23, 2025</b>
<b>21.3</b>	Each Bidder shall submit <b>1</b> original copy duly signed and <b>1</b> photocopy (duly signed) of the first and second components of its bid.
<b>22</b>	<p>The address for submission of bids is  <b>The Chairman, DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City.</b>  The date for submission of bids is <b>January 24, 2025 until 10:00 am</b></p>
<b>25.1</b>	<p>The place of Bid Opening is at <b>DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City.</b>  The Date and Time of Bid Opening is <b>Immediately after cut-off of dropping</b></p>
<b>25.2</b>	No further instructions.
<b>28.3(d)</b>	Bid Modification is allowed.
<b>28.4</b>	No further instructions.
<b>28.5</b>	No further instructions.
<b>29.2(b)</b>	<p>Only tax returns filed and taxes filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.  NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
<b>29.2(d)</b>	No other acceptable proof of registration is recognized.
<b>32.4(g)</b>	No further instructions.
<b>33.2</b>	No further instructions.



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
ALBAY 2ND DISTRICT ENGINEERING OFFICE  
Old Airport Road, Legazpi City

BILL OF QUANTITIES					
24GFB0025/PR NO. 24-12-118-Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.					
Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	<b>VI. BIOMETRICS SYSTEM/MACHINE AND EQUIPMENT</b>				
1	<b>BIOMETRIC SCANNER</b>	3	units		
	<b>Description:</b> For time and attendance				
	<b>Main Equipment Components:</b> Specification				
	<b>Authentication Method Facial Recognition:</b> Facial recognition,				
	fingerprint scanning				
	<b>Camera:</b> Built-in IR LED				
	<b>Resolution:</b> 500 dpi				
	<b>Image Capacity:</b> 5,000 images				
	<b>Features:</b> Face Mask Detention, Anti-spoofing				
	<b>FINGERPRINT SCANNING</b>				
	<b>Fingerprint Sensor:</b> Optical				
	<b>Fingerprint Identification Speed:</b> 10,000 matches 1 second				
	<b>Fingerprint Capacity:</b> 100,000 fingerprints				
	<b>DEVICE:</b>				
	CPU: 1GHz Quad Core				
	<b>Memory:</b> 2GB RAM + 8GB External				
	<b>Log Capacity:</b> 1,000,000 logs				
	<b>Display:</b> LCD				
	<b>Keypad:</b> Navigation keys / touchscreen				
	<b>Power:</b> 230V AC input, 12V DC output				
	<b>INTERFACE:</b>				
	<b>Network Interface:</b> TCP/IP, RS 485				
	IO Ports: RS 232, USB 2.0/3.0				
	<b>SOFTWARE:</b>				
	<b>Supported OS:</b> Windows 11, 10				
	<b>Management Software:</b> Centralized management software				
	running on a Windows-based PC platform for comprehensive				
	access control including user mangement, device management,				
	and real time monitoring. Must be able to store data from the				
	biometric machine automatically to a centralized database running				
	on MS SQL Server 2016 or Sybase ASE 15.7.				
	<b>Database Requirement:</b> All requirement stated in the Database				
	Configuration Requirements, attached with this technical speci-				
	fication must be satisfied				
	<b>ACCESSORIES:</b>				
	<b>Cables and Connectors:</b> All necessary cables and connectors				
	<b>OTHER REQUIREMENTS:</b>				
	<b>Brand and Model:</b> Must be an International Brand Name with				
	existence of least five (5) years in the Philippines. Unit model				
	must be in current catalog and not end-of life. Manufacturer's				
	certificate is required.				
	<b>Documentation and Media:</b> The equipment shall be supplied with				
	the standard manufacturer documentation, on any electronic				
	storage media and hard copy version where available.				
	<b>Training:</b> The solution Provider shall provide administration training				
	for one (1) day and another one (1) day for end-user training,				
	including the provision of training logistics and materials.				
	<b>Delivery:</b> The Solution Provider shall deliver the Biometrics				
	Machine including necessary licenses within 30 calendar days				
	(cd) upon the receipt of the Notice to Proceed.				
	The Inspection and Acceptance Report (IAR) shall be issued				
	to the Solution Provider after successful inspection, testing,				
	and acceptance of the delivered goods.				
	<b>Installation and Configuration:</b> The solution Provider shall install				
	and configure within 15 cd upon receipt IAR. The Solution				
	Provider shall install demonstrate that the requirements				
	specified by the Department are properly provisioned and configured.				
	See continuation next page.....			<b>TOTAL</b>	

NAME OF SUPPLIER \_\_\_\_\_  
AMOUNT IN WORDS \_\_\_\_\_  
AMOUNT IN FIGURES \_\_\_\_\_  
SIGNATURE OF SUPPLIER \_\_\_\_\_

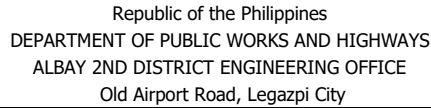


Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
ALBAY 2ND DISTRICT ENGINEERING OFFICE  
Old Airport Road, Legazpi City

BILL OF QUANTITIES					
24GFB0025/PR NO. 24-12-118-Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.					
Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	<b>VI. BIOMETRICS SYSTEM/MACHINE AND EQUIPMENT</b>				
	Installation shall also include electrical and civil works (as needed)				
	Wiring shall be in PVC Molding. The Solution Provider shall coordinate with the Implementing Office prior to the installation activities.				
	The Department shall issue an Installation and Configuration Certificate (ICC) after the installation have been successfully completed.				
	<b>Operational Acceptance:</b> A five (5) cd Operational Acceptance period shall commence upon the receipt of the Installation and Configuration Certificate and after having satisfactorily completed the required training course. If there is any trouble/problem with the installation and configuration during the said period, the Solution Provider shall fix problem and another five (5) cd shall commence upon receipt of the remediation/fixed Goods. The Implementing Office shall issue the Operational Acceptance (OAC) to the Solution Provider after successfully completing the Operational Acceptance period and submitted the required documentation and media.				
	<b>Warranty and Maintenance:</b> The Supplier is required to provide a one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).				
	<b>Technical Support:</b> The local technical support through telephone and email, 8 hours per day (8:00am-5:00pm), 5 days a week (Monday-Friday) for problem resolution. Support shall have a response time of next business day.				
2	Time & Attendance Software Specifications	1	units		
	Employee Management: User Management Organization Management Employee Management Branch/Department/Unit Assignments Service Records/Plantilla Time & Attendance Management: DTR Report DTR Filtering DTR Evaluations Attendance Monitoring(Real-time monitoring) Overtime and Holidays Biometrics Device Management Employee Device Enrollment(Via Online Network) Schedule Management(With Multiple Schedule setup) Leaves Management Field Works Personal Affairs Sick Leave Maternity Leave Mandatory Leave On-Business Special Privilege Leave Pass Slip Meetings Travel Orders Required Leaves under BWC-DOLE Custom Leaves OS: Windows 10/11 Operating System Centralized Database MYSQL 5.7.23-23(2018 release) Service: End user training and Software Installation Manual: User Manual Warranty: 1year				
	Ultra-large capacity of facial templates • Huge capacity of palm templates; 1:N - 5,000 palm templates • Anti-spoofing algorithm against print attack (laser, color and B/W photos), videos attack, and 3D mask attack • Intelligent energy-saving design; precisely evaluation of the distance (up to 2.5m (8.2ft)) between the user and the device by a microwave detector before waking up the recognition terminal • 2MP starlight CMOS sensor camera with WDR function • 8" touch screen with 400 lux, which offers high visibility under strong and direct light • Wide range of working temperature (16°C ~ 32°C; 60.8°F ~ 89.6°F) • Body temperature detection: measurement deviation of ±0.3°C; measurement distance of				
	See continuation next page.....			<b>TOTAL</b>	-

NAME OF SUPPLIER \_\_\_\_\_  
AMOUNT IN WORDS \_\_\_\_\_  
AMOUNT IN FIGURES \_\_\_\_\_  
SIGNATURE OF SUPPLIER \_\_\_\_\_





**24GFB0025/PR NO. 24-12-118-Purchase of Additional Face Recognition Attendance Machine for Monitoring Attendance of DPWH Employees of Albay District Engineering Office.**

NAME OF SUPPLIER \_\_\_\_\_

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SIGNATURE OF SUPPLIER \_\_\_\_\_