



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

 **Tel (02)8539-9950 to 9956 loc. 125**
Procurement.morong@urs.edu.ph

DATE: _____

Company/ Suppliers Name : _____

Address : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your sealed quotation duly signed by your representative not later than _____ to URS SPMO, Morong Rizal.


ARIEL M. PLANTILLA, DBA
Chairperson, BAC

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN 30 CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 45 CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	BID PRICE	TOTAL BID PRICE
1	Biometric (face+finger print) attendance device with attendance management software including necessary licenses, and implementation services, support a minimum of 2000 users and shall be expandable, including all accessories, power supplies, mounting materials, and other components necessary for complete operation, including transfer of technology, with three (3) years on-site warranty. NOTE: SEE ATTACHED TERMS OF REFERENCE	20	Unit	P	P
	*** nothing follows ***				
	ABC - Php 1,600,000.00				

Brand and Model : _____ Delivery Period : _____
Warranty : _____ Price Validity : _____

After having carefully read and accepted your General Condition, I/We quote you on the items at prices noted above.

CERTIFICATION

I hereby certify that I have personally conducted this canvass and that the price(s) quoted is/are true & correct and the signature of the representative of the company who submitted the quotation(s) is/are genuine.

POSTED AT PHILGEPS (SVP Sec.34)
Printed Name & Signature of Authorized Canvasser

P.R. No.:2026-05-0793

PhilGeps Ref. No.:13043634

URS-AF-AS-PRO-F-2017-02
Modified version of RFQ form from
(SF-GOOD-60, May 2004)

Note: Mandatory documents
*Delivery Receipt w/ ATP Number
*Service/Billing/Sales Invoice
*Official/Collection Receipt
*Philgeps registered at least RED membership (Above 50k)
*Mayor's Permit
*Tax Clearance/ BIR 2303
*DTI Certificate

Printed Name / Signature

Tel. No. / Cell phone No.

E-mail address

Date

Tin Number

Effectivity Date: October 24, 2018

Terms of Reference

Item	Specifications/ Description	Statement of Compliance
1	Supply, delivery, installation, configuration, testing, commissioning, training, and support of a Biometric Attendance Monitoring System	
2	The proposed solution shall consist of biometric attendance devices, centralized attendance management software, necessary licenses, accessories, and implementation services	
3	The solution shall support deployment across multiple campuses or offices under a centralized management platform	
4	The system shall support a minimum of 2000 users and shall be expandable for future growth	
5	The proposed solution shall be brand new and of current production model	
6	All equipment, software licenses (perpetual), and services necessary for a complete and functional system shall be included	
7	Biometric attendance devices for deployment across ten (10) campuses of the University	
8	Minimum of two (2) attendance device shall be installed per campus (Total of 20 Devices)	
9	Bidder may propose additional devices as necessary to ensure efficient attendance recording based on the population and operational requirements of each campus	
10	Shall support at least one (1) biometric authentication method (e.g., face recognition and fingerprint recognition, or equivalent technology)	
11	Shall support user enrollment and attendance verification	
12	Shall have local storage capability for attendance transactions	
13	Shall support network connectivity for centralized attendance synchronization	
14	Shall automatically transmit attendance records to the centralized attendance management system	
15	Shall continue recording attendance transactions during temporary network interruptions and synchronize data once connectivity is restored	
16	Shall include all accessories, power supplies, mounting materials, and other components necessary for complete operation	
17	Shall be suitable for daily attendance monitoring of employees and faculty members	
18	Shall support centralized management and monitoring from the main administration office	
19	Shall support attendance monitoring and management for all campuses under a single centralized platform	
20	Shall consolidate attendance records from all deployed devices into a centralized database	
21	Shall identify and categorize attendance records by campus, office, department, or organizational unit	
22	Shall support generation of campus-level and university-wide attendance reports	
23	Shall provide attendance monitoring and reporting functions	
24	Shall support attendance data consolidation from all deployed locations	
25	Shall support user account management and access controls	
26	Shall support configurable work schedules and calendar settings	
27	Shall generate attendance reports and summaries	

28	Shall provide attendance search, filtering, and inquiry functions	
29	Shall support export of reports to commonly used file formats	
30	Shall provide audit logging or equivalent activity monitoring capability	
31	Shall support database backup and restoration functions	
32	Shall support centralized employee enrollment and administration	
33	Shall support centralized storage and management of attendance records	
34	Shall provide secure user authentication and access management	
35	Shall support attendance data retention and archival	
36	Shall support simultaneous access by authorized users	
37	Installation and configuration of all supplied hardware and software components	
38	System testing and commissioning	
39	Initial user enrollment assistance	
40	Configuration of attendance devices and software based on University requirements	
41	Training for designated system administrators and end users	
42	Submission of user manuals, installation documentation, and technical references	
43	Minimum three (3) years warranty on supplied hardware	
44	Minimum three (3) years technical support for software and system operation	
45	Provision of corrective maintenance during the warranty period	
46	Provision of remote and/or onsite technical assistance during the warranty period	
47	Repair or replacement of defective components during the warranty period at no additional cost to the University	
48	Shall support future integration with other institutional systems through available interfaces, APIs, SDKs, or equivalent methods	
	*** nothing follows ***	