



Development Bank of the Philippines

September 8, 2020

FOR : **VP ZANDRO CARLOS P. SISON**
Head, Corporate Affairs Department

FROM : RBAC Central Luzon

SUBJECT : **Request for Posting in the Bank's Website**

We would like to request assistance for the posting in the Bank's website and conspicuous places within the Bank's premises of the attached Request for Quotation relative to the Procurement of 20 units lateral type steel cabinets for Malolos Lending Center for the period covered **September 9 to September 11, 2020**.

Thank you.


AVP REGIN C. SOLIMAN
RBAC-Central Luzon Vice-Chairperson

Att. : a/s



REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Central Luzon – Regional Bids and Awards Committee (RBAC), will undertake a Small Value Procurement for the **“Supply and Delivery of Twenty (20) Units Lateral Type Steel Cabinet”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the project/activity/program are as follows:

Name of Project	:	Supply and Delivery of Twenty (20) Units Lateral Type Steel Cabinet
Delivery Address	:	DBP-Malolos Lending Center, 2/F Paseo del Congreso, Catmon, Malolos City, Bulacan
Approved Budget for the Contract	:	Four Hundred Thousand Pesos (P400,000.00) inclusive of taxes
Specification	:	See attached Annex “A” for complete specifications and Annex “B” for the terms of reference
Delivery Period	:	Within Fifteen (15) calendar days upon signing of Purchase Order/Notice to Proceed

Interested suppliers are required to submit their signed Price Quotation Form (Annex “C”) on or before 5:00 P.M. of September 11, 2020. Open quotations may be submitted manually at DBP North and Central Luzon Lending Group, 2/F Paseo del Congreso, Catmon, Malolos City, Bulacan through email address ncl-ig@dbp.ph.

The project shall be awarded to the proponent determined to have submitted the Single or Lowest Calculated and Responsive Quotation. The proponent with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project:

1. 2020 Mayor’s / Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement

For inquiry, you may contact SM Lizel S. Lapuz, BAC Secretariat, at Telephone No. (02) 818-9511 local 1572.


SVP CATHERINE T. CAMARAO
Head of the Procuring Entity




ANNEX A

TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATION **STEEL CABINET LATERAL**

SPECIFICATION	DATA
➤ STEEL LATERAL	➤ 4 DRAWER
➤ SIZE	➤ H 1325 X W 900 X D 450 MM
➤ MATERIALS	➤ COLD-ROLLED STEEL PLATE
➤ THICKNESS	➤ REGULAR 0.6 MM, 0.7 – 1.2 MM
➤ COLOR	➤ RECOMMENDED BY REQUESTED PARTY
➤ PACKING	➤ WITH POLYFOAM INNER LINING AND MULTILAYER
➤ SURFACE TREATMENT	➤ DURABLE EPOXY POWDER AND EPOXY POWDER COATING FINISHED
➤ LOCK DEVICE	➤ DIFFERENT TYPE OF LOCK AND HANDLES ARE AVAILABLE IN THE MARKET

Prepared by:


MGR. NOEL E. ALIMUIN
Repairs & Maintenance Unit

APPROVED:


VP ROMEO A. AGUILAR
Head, CFMD



ANNEX B

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

PROJECT : SUPPLY AND DELIVERY OF TWENTY (20) UNITS LATERAL TYPE STEEL CABINETS FOR THE DEVELOPMENT BANK OF THE PHILIPPINES- MALOLOS LENDING CENTER

I. APPROVED BUDGET FOR THE CONTRACT

FOUR HUNDRED THOUSAND AND 00/100 (₱400,000.00), inclusive of taxes.

II. TECHNICAL SPECIFICATIONS

Steel Lateral	-4 Drawer
Size	-H-1325 x W-900 x D-450 MM
Materials	-Cold-Rolled Steel Plate
Thickness	-Regular 0.6 MM, 0.7-1.2 MM
Packing	-With Polyfoam inner lining and multi-layer
Surface Treatment	-Durable Epoxy Powder and Eloestatic Powder Coating Finished
Lock Device	-Different type of lock and handles are available in the market

III. DELIVERY/COMPLETION PERIOD

Within fifteen (15) calendar days upon receipt of Purchase Order (PO)/Notice to Proceed (NTP).

IV. CONDITIONS

1. The Supplier warrants that the unit is new, unused and free from any defects.
2. The Supplier shall ensure that the item delivered is in accordance with the specifications required.

V. WARRANTY

One (1) year warranty against mechanical defects due to faulty materials and workmanship that would substantially affect the function of the product under normal use. It shall be repaired/replaced parts free of charge and its warranty will be extended until such time the supplier completed the repair.



ANNEX C

PRICE QUOTATION FORM

 (Date)

The Regional Bids and Awards Committee

Central Luzon
 Development Bank of the Philippines
 2/F DBP Building, Paseo del Congreso,
 Catmon, Malolos City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation and Terms of Reference, hereunder is our quotation for the items as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply and Delivery of Lateral Type Steel Cabinet	20	Units		
TOTAL				
Amount in words				

The above-quoted price is inclusive of applicable taxes.

 Name of Company / Business

 Signature over printed name of Owner /
 Authorized Representative

 Address of Company

 Contact Number