



REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Bids and Awards Committee, BBG – Northern Luzon, will undertake a Small Value Procurement for the **“Supply, Delivery and Testing of Four (4) Units 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, Delivery and Testing of Four (4) Units Steel Cabinet
Area of Delivery:	DBP Santiago Branch Purok 7, Maharlika Highway, Villasis, Santiago City, Isabela 3311
Specification:	See attached Annex “A” for complete specification
Approved Budget for the Contract	Sixty Two Thousand Pesos (P62,000.00) inclusive of delivery of units and taxes
Contract Duration:	Fifteen (15) working days upon signing of Purchase Order

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) **on or before 3:30 P.M. of September 22, 2020.** Open quotations may be submitted manually at DBP Santiago Branch or through email address bbg-nl@dbp.ph

The project shall be awarded to the supplier determined to have submitted the single or lowest 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/contract:

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

For inquiry, you may contact Ms. Nicely Wyn A. Pagulayan, BAC Secretariat at Telephone No. (078) 377-1156.

MARIA DOLORES C. GUEVARA

Vice President

Head, BBG-Northern Luzon

Annex A


TECHNICAL SPECIFICATION **STEEL CABINETE**

- All – metal body in gauge # 22
- 4 – Drawer
- Central – key – lock mechanism
- Color – Gray/Beige
- File cabinet fully assemble
- File Follower Included – Adjustable wire
- Warranty Information – Lifetime
- File Cabinet Type – Vertical

Prepared by:


MGR. NOEL E. ALIMUIN
Repairs & Maintenance Team

RECOMMENDING APPROVAL:


VP ROMEO A. AGUILAR
Head, PFMD
Per Sector Order No. 359

APPROVED:


EVP BENEL D. LAGUA
Head, CSS



Annex B

PRICE QUOTATION FORM

(Date)

The Bids and Awards Committee
Development Bank of the Philippines
Branch Banking Group – Northern Luzon
Lower Session Road
Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply, Delivery and Testing of Steel Cabinet for Santiago Branch	4	Units		
TOTAL				

(Amount in Words) _____

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

Name of Company

Name/Signature of Representative

Contact No.