



# Development Bank of the Philippines

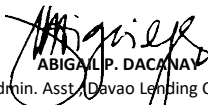
## REQUEST FOR QUOTATION

Date

Sir/Madame:

Please quote your lowest price on the items as specified below and submit your quotation signed by your representative not later than **NOVEMBER 2, 2021**.

Thank you.

FROM:   
ABIGAIL P. DACANAY  
Admin. Asst. Davao Lending Center

### CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclose the requested quotation in a sealed envelope and submit the same, on this address: 2nd Floor, DBP Building, C.M. Recto Street, Davao City or send via e-mail [davaodelsur-lc@dbp.ph](mailto:davaodelsur-lc@dbp.ph) on or before **NOVEMBER 2, 2021**.
3. The supplier shall ensure that the products delivered are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model.
4. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to deliver, perform and comply with its obligation as required for in the contract.
5. Delivery Period: The Supplier shall deliver the items within thirty (30) calendar days after receipt of the NTP/PO.
6. Point of Delivery: 2nd floor, DBP Building, CM Recto St., Davao City
7. DBP reserves the right to reject any and all quotations, to waive any defect in them and to award to the bidder whose price quotation is deemed most advantageous to the Bank.

### PAYMENT:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and payment processing will be a maximum of 30 days or as indicated in the Purchase Order.
2. For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

### OTHER REQUIREMENTS:

Interested Suppliers/Contractors must submit the following prior to awarding of contract:

1. PhilGEPS Certificate or PhilGEPS Registration number
2. Valid/ current Mayor's / Business Permit
3. BIR Certificate of Registration

For any queries, please feel free to contact the following:

1. ABIGAIL P. DACANAY, [apdacanay@dbp.ph](mailto:apdacanay@dbp.ph), 222-34-77

ITEM QTY	UNIT	ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
4	UNITS	HEAVY DUTY PAPER SHREDDERS		
		SEE ATTACHED TECHNICAL SPECIFICATIONS		
		INCLUSIVE OF:		
		DELIVERY OF UNITS TO DBP DAVAO		
		ONE (1) YEAR WARRANTY ON PARTS		
		ONE (1) YEAR FREE SERVICING WHICH INCLUDES:		
		1. Repair of defective unit and any malfunctioning parts and/or accessories		
		2. Free services for inspection, cleaning and/or troubleshooting as needed		
		3. Replace units with persistent similar errors within the warranty period		
		MODE OF PAYMENT: MANAGER'S CHECK; One-time full payment shall be		
		made after the complete delivery of the units as indicated in the Purchase Order		

COMPANY NAME:	_____
ADDRESS:	_____
CONTACT PERSON:	_____
SIGNATURE:	_____
CONTACT NUMBER:	_____

**TECHNICAL SPECIFICATION  
SHREDDER MACHINE**

**I. Approved Budget for the Contract ₱ 30,000.00 (Inclusive of VAT/applicable taxes)**

Item	Quantity
Shredder Machine	1

**II. Technical Specification**

- Cutting type – Cross – cut
- Cutting speed – 20 – 15 f/m, 70 – 80mm/s
- Entry width – 230 – 240 mm
- Shred Capacity – 10 - 17 sheets
- Bin Capacity – 30L
- Power Consumption: 350 – 450 watts
- Power Supply – 220 – 240 VA, and 50/60 hertz

**Features:**

- Smart power – automatically shuts down when unit is idle
- Auto reverse for prevention of paper jam
- Thermal overload protection
- With paper jam protection

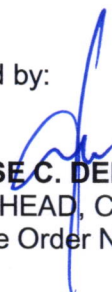
Prepared by:

  
**ENGR. MARK CHRISTIAN C. SEGURITAN**  
ASO – V, RMU

Reviewed by:

  
**MGR. NOEL E. ALIMUIN**  
Head, RMU

Endorsed by:

  
**AVP JOSE C. DELA FUENTE**  
ACTING HEAD, CFMD  
Per Office Order No. 234 dated 01 July 2021

**TECHNICAL SPECIFICATIONS**

**SUPPLY AND DELIVERY FOUR (4) UNITS HEAVY DUTY PAPER SHREDDERS**

**A. SPECIFICATIONS**

- See attached equipment's specifications from CFMD

**B. OTHER TERMS AND CONDITIONS**

**1. APPROVED BUDGET OF CONTRACT:**

**P30,000.00/UNIT, P120,000.00 for four (4) units INCLUSIVE** of delivery or shipping cost, installation, and applicable government taxes

**2. DELIVERY:**

<b>Delivery Address</b>	<b>Unit</b>
<b>DBP DAVAO LENDING CENTER</b> 2nd Floor, DBP Building, C.M. Recto Street, Brgy. 38-D, Davao City	4

- Period: within 15 working days from receipt of Purchase Order (PO).
- Corresponding penalties shall apply for late delivery.
  - For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.
- Items must be delivered with a User's Manual.

**3. WARRANTY**

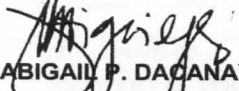
The 1-year warranty period will commence upon issuance of Certificate of Acceptance and upon inspection of the DBP representatives. Within the warranty period, supplier is required to:

- Repair defective unit and any malfunctioning parts and/or accessories for free within 2 weeks from date of notification;
- Provide free services for inspection, cleaning and/or troubleshooting as needed; and
- Replace units with persistent similar errors within the warranty period.

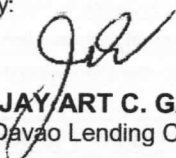
**4. PAYMENT**

A one-time full payment shall be made after complete delivery and installation of the unit or as what is indicated in the Purchase Order.

Prepared by:

  
**ABIGAIL P. DACANAY**  
Admin. Assistant, Davao Lending Center

Noted by:

  
**SAVP JAY ART C. GALACHE**  
Head, Davao Lending Center

Approved by:

  
**SVP ANA MARIE E. VELOSO**  
Head, SWM Lending Group

CONFORME:
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Supplier