



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 **MARCH 7, 2022**.

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 on or before **MARCH 7, 2022**.
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, 222-34-77

ITEM QTY	UNIT	ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
		SUPPLY AND DELIVERY OF THE FOLLOWING OFFICE FURNITURES:		
1	PIECE	Modular table with side return		
1	PIECE	3-drawer mobile pedestal		
2	PIECE	Visitor's chair		
1	PIECE	High Back Chair		
1	PIECE	Staff Chair		
		PLEASE QUOTE US ITEMS COMPLIANT TO THE ATTACHED SPECIFICATIONS		

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

Modular Table without Panel

(BBG/PLG Head/Branch/LC Head)

25mm thk. MDF countertop in high pressure laminate (HPL) finish with 75mm diameter grommet holes; PVC edging; tubular steel frame in powder coated finish and perforated modesty panel.

Color: **Light Gray**

Dimensions:

Main Worktop

- 1.80m x 0.60m (Option 1)
- 1.60m x 0.60m (Option 2)

Side Return

- 0.45m x 0.90m





Mobile Pedestal

Steel/metal component (ga #22), oven baked in enamel or powder coated finish. Three (3) drawers with central locking mechanism, with pencil tray and dividers, and ball casters for mobility.

Color: **Light Gray**

4-DRAWER LATERAL STEEL CABINET





High Back Chair

(BBG/PLG Head/Branch/LC Head)

Executive high back chair Leatherette cushion seat with moulded foam-cushion upholstered backrest; padded armrest; gas lift; chrome plated star base; tilting / swivel mechanism and twin caster.

Color: **Black**



Visitor's Chair

Fabric moulded-cushion upholstered back rest and seat; without arm rest; sled-type stainless steel leg.

Color: **Black**



Staff's Chair

Fabric moulded-cushion upholstered backrest and seat; **with arm rest**; gas lift; tilting/swivel mechanism; five legged chair with caster.

Color: **Black**