



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8666358
Procuring Entity DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE
Title PROC 22-CONSO-SUPPLY AND DELIVERY OF TWO (2) UNITS PAPER SHREDDERS
Area of Delivery Metro Manila

Solicitation Number:	PROC 22-CONSO-PAPER SHREDDERS	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment	Date Published	14/05/2022
Approved Budget for the Contract:	PHP 100,000.00	Last Updated / Time	13/05/2022 17:56 PM
Delivery Period:	30 Day/s	Closing Date / Time	17/05/2022 17:00 PM
Client Agency:			
Contact Person:	Procurement Unit DBP - Head Office Procurement/Purchasing Staff Procurement Management Unit-PSM 6th Floor DBP Head Office Sen. Gil J. Puyat corner Makati Avenues Makati City Metro Manila Philippines 1200 63-2-8189511 Ext.2636 63-2-8151614 htmariano@dbp.ph		

Description

PLEASE REFER TO THE ATTACHED TECHNICAL SPECIFICATIONS FOR DETAILS AND OTHER CONDITIONS.

Please be guided by the following:

1. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
2. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
3. The open price quotation must include the documentary requirements (see below) and must be submitted through this email address or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
4. No down-payment or advanced payment. Processing of payment via check shall only start after complete delivery of items.
5. Price quotation lacking with any documentary requirement shall not be considered for evaluation.
6. Deadline of submission is not later than 5PM of 05/17/2022.

Documentary Requirements:

- Proof of PHILGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement (For ABC's above P50K);
- Business/Income Tax Return (For ABC's above P500K);
- Samples/Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR / SOW / TS.

For submission of proposal, you may use the following contact information:

RODEL C. GAYO / rcgayo@dbp.ph / 8812-6375 / (0936) 952-3623

Created by Procurement Unit DBP - Head Office

Date Created 13/05/2022

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Development Bank of the Philippines (DBP)

TECHNICAL SPECIFICATIONS

Supply and Delivery of two (2) Units Paper Shredders – Small Value

- I. **Approved Budget for the Contract:** ₱ 100,000.00 at ₱ 50,000.00 per unit (VAT/Applicable Taxes Inclusive)
- II. **Technical Specifications:** (per attached Specifications)
- III. **Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. Supplier shall provide on-site staff orientation/training for operation and maintenance of machine after delivery or upon confirmation of schedule by DBP.
4. **Delivery Period:** The Supplier shall deliver the items within thirty (30) calendar days after receipt of Notice to Proceed (NTP).
5. **Point of Delivery:**

Delivery Location		Quantity
DBP Head Office	DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Mgt. Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.	1 Unit
DBP Marikina	No. 37 WRCC Building Dragon St. cor. Gil Fernando Ave., Midtown Subdivision, San Roque, Marikina City	1 Unit

6. Interested Supplier/s must submit the following:
 - a) Proposal/Quotation with brochure or data sheet
 - b) Proof of PhilGEPs Registration
 - c) 2021 Mayor's/Business Permit
 - d) Omnibus Sworn Statement

IV. **Warranty and Retention:**

1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models except when the Technical Specifications required by DBP provides otherwise.
2. The Supplier further warrants that all Goods supplied under this Contract shall be free from defects.
3. **Warranty:** At least one (1) year warranty on parts and services upon receipt of unit/s by DBP.

4. The Supplier is required to provide retention money equivalent to 1% of the total Approved Budget for the Contract (ABC). The retention money shall only be released after one (1) year after issuance of Certificate of Completion/Acceptance. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
5. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Bank.
6. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, the Bank may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Bank may have against the Supplier under the Contract and under the applicable law.

V. Payment:

1. Payment shall be processed after completion of delivery and subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

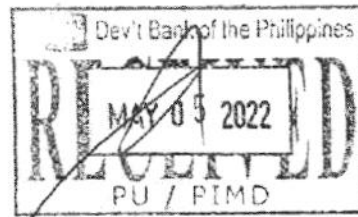
P [REDACTED]
RODEL C. GAYO
Acting Head, CAPEX Team, PU-PIMD

Recommended by:

[REDACTED]
MGR. RAYMOND Q. CHANYONGCO
Acting Head, PU-PIMD

Approved by:

[REDACTED]
VP FE B. DELA CRUZ
Head, PIMD



**TECHNICAL SPECIFICATION
PAPER SHREDDER**

I. **Approved Budget for the Contract ₱100,000.00**(inclusive of VAT/applicable taxes).

Item	Quantity
Heavy Duty Paper Shredder	2 - Units

II. Technical Specification:

Cutting Type	: Cross-cut
Throat Width	: 260mm (minimum) :13-15 (a4 80 gr) (minimum)
Cutting Speed	: 4.5m/min
Bin Capacity	: 60L (minimum)
Other Specs	:Paper, Credit Cards, CDs/DVDs and Paper clips : Oil Free – No lubricant needed : Auto Start and stop : Auto reverse for prevent paper jam : Automatic shutdown after 10 minutes idle : Automatic motor cut-out : Separate CD feed and waste container
Power Supply	: 220Volts, 60Hertz
Power Consumption	: 650W (maximum)

Prepared by:

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

Recommended by:

MGR. NOELLE ALIMUIN
Head, RMU

Approved by

AVP JOSE C. DELA FUENTE
Acting Head, CFMD
Per Office Order No. 234 dated 01 July 2021