



REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **“Supply and Delivery of seven (7) units of Lateral Filing Cabinet for the Development Bank of the Philippines – Ilagan Lending Center”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the projects/activities/programs are as follows:


Name of Project	:	Supply and Delivery of seven (7) units of Lateral Filing Cabinet for the Development Bank of the Philippines – Ilagan Lending Center
Area of Delivery	:	DBP Ilagan Lending Center, 2nd Floor, Barangay Osmeña, City of Ilagan, Isabela, 3300
Approved Budget for the Contract	:	One Hundred Forty Thousand Pesos Only(140,000.00) inclusive of supply, delivery and taxes
Specification	:	See attached Annex “A” for complete specifications
Delivery Period	:	Within thirty (30) calendar days upon receipt of Purchase Order

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 3:30 P.M. of June 24, 2022. Open quotations may be submitted at DBP Ilagan Lending Center, 2nd Floor, Barangay Osmeña, City of Ilagan, Isabela, 3300 or through email address ilagan-lc@dbp.ph and rgtrazon@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 Certificate
3. Omnibus Sworn Statement

For inquiry, you may contact Reinette Gay T. Razon at Telephone No. (02) 8818-9511 local. 1550.


SM CAROLYN C. BAGO
Head, Ilagan Lending Center

TECHNICAL SPECIFICATIONS

**Lateral Filing Cabinet**
(3 layer)

Description	:	Three (3) drawers, cold-rolled steel plate, gauge #20, packed with polyfoam inner lining and multi-layer. Surface treatment with durable epoxy powder and powder coating finished, and with central lock mechanism.
Color	:	Light Gray
Dimensions	:	900 mm (L) x 450 mm (W) x 1060 mm (H)
Note	:	Design should be the same or similar as the attached photo.



Annex B

PRICE QUOTATION FORM

(Date)

The Regional Bids and Awards Committee– Northern Luzon
Development Bank of the Philippines
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 and Delivery of Lateral Filing Cabinet for the Development Bank of the Philippines – Ilagan Lending Center	7			
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.