



# Development Bank of the Philippines

## REQUEST FOR QUOTATION

Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P 313,962.86 and submit your quotation signed by your representative not later than JULY 22, 2022.

Thank you.

FROM:

**BITUIN B. LONZAGA**  
ADMINISTRATIVE ASSISTANT

### 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: Ground Floor, DBP Digos Branch Bldg., Quezon Avenue , Digos City or send via e-mail [digos@dbp.ph](mailto:digos@dbp.ph) on or before JULY 22, 2022
3. The Supplier/Contractor shall ensure that the services to be rendered are in accordance with the scope required.
4. The Supplier/contractor in consideration of the payment to be made by DBP of the sum of money hereinafter specified binds itself to pay, furnish, install and complete any and all necessary permits, materials, labor, tools, equipment, supplies, utilities, transportation, superintendence, supervision and other facilities for the satisfactory performance for the supply of equipment to the Development Bank of the Philippines.
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. The Supplier/Contractor shall be fully responsible for the safety of his men and clearly understands and agrees that no employer-employee relationship shall exist between the Contractor's men and DBP. Any damaged caused by Contractor or its personnel to any property of DBP or injury or death to a third party shall be the sole responsibility of the Contractor and the later shall pay the costs or shoulder the burden thereof.
6. The DBP shall be free from any kinds of claims, damages, liabilities or courses of action in the event the Supplier/Contractor violates any terms and conditions hereof.
7. Point of Delivery: SULOP MUNICIPAL HEALTH BLDG., DAVAO DEL SUR
8. Delivery Period: The Supplier shall deliver the items within **thirty (30) calendar days** after receipt of the NTP/PO.
9. 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
4. Business/Income Tax Return (ITR)
5. Omnibus Sworn Statement (Notarized)

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

1. KAREN THERESA ALMAZAN-FRESCO, BRANCH HEAD (TEL NO. 553-2933)
2. BITUIN B. LONZAGA, ADMIN ASSISTANT (TEL NO. 553-2933)

ITEM QTY	UNIT	ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	LOT	CONSTRUCTION OF OFFSITE ATM VESTIBULE AT SULOP MUNICIPAL HEALTH BLDG., DAVAO DEL SUR		
		( in compliance with attached scope of works)		

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_